Due to recent legislative changes, priority registration is changing. Students who have met all the requirements listed below prior to March 20, 2015 will be eligible for priority registration. After March 20, the students who meet the requirements listed below prior to May 14, 2015 will be eligible for priority registration for the fall term 2015.

**Want PRIORITY?**

Priority Registration is the best way to get the classes you need.

**STEP 1** Completed placement testing and orientation (or equivalent).

**STEP 2** Have a counselor-approved Student Education Plan (SEP) on file with a specified Course of Study that leads to an Associate Degree (AA, AS, or ADT), transfer, State-approved Certificate of Achievement, or career advancement.

**STEP 3** Be in good academic standing and/or progress standing.

**STEP 4** Earn no more than 100 degree-applicable units within the Coast Community College District (Coastline Community College, Golden West College, and Orange Coast College).

Make Sure You are Registered!

To apply online, visit Coastline’s website at: [www.coastline.edu/admissions/priority-registration](http://www.coastline.edu/admissions/priority-registration)
ADMISSIONS PROCESS
You may apply for admission online on the Coastline Community College website at www.coastline.edu. For your convenience computers are available in the Admissions and Records Office, Garden Grove Center, Newport Beach Center, and Le-Jao Center if you do not have access to a computer.

CONTINUING STUDENTS
Students enrolled during the Fall 2014 and/or Spring 2015 semester will automatically receive a registration appointment for the Summer 2015 term via their MyCCC account in end of March.

NEW & RETURNING STUDENTS
New and returning students (students not enrolled for Fall 2014 and/or Spring 2015) will be given a date and appointment time to register after their application has been processed. Students are notified of required checklist items (assessment, origination visa info, date of birth, etc.) via email after submitting their application for admission to the college. Registration appointments can be viewed on your MyCCC portal page>Student tab>registration status and students may register at their assigned time or anytime thereafter during the registration period.

MILITARY CONTRACT EDUCATION STUDENTS
Active Duty service members, spouses and veterans electing to enroll in Coastline’s Military Education Program should visit http://military.coastline.edu for further information, online class schedule, and for admissions and registration processes specific to this program.

INTERNATIONAL STUDENTS
All International students must contact the Admissions and Records Office to apply for admission to the college. You can request an application by contacting Rachelle Lopez at (714) 546-7600, ext. 16609.

GRADUATING HIGH SCHOOL STUDENTS:
High School Students who were enrolled for the Spring 2015 term, and will graduate from High School in June 2015, will need to reapply to Coastline Community College for the Summer 2015 term to become a first time college student.

HIGH SCHOOL STUDENTS:
Special part-time high school students (students enrolled in the 11th or 12th grade) must have an High School Release form on file with the Admissions and Records Office prior to registration. This petition indicates which course/s the student is permitted to take, which will be enforced during the online registration process.

STUDENTS WITH DISABILITIES:
Students (who furnish professional verification of disability) who need assistance in registering can call (714) 241-6214 or (714) 751-2072 (TTY) for additional information. Registration appointments can be viewed on your MyCCC portal page>Student tab>registration status and students may register at their assigned time or anytime thereafter during the registration period.

THINGS YOU NEED TO KNOW ABOUT APPLYING FOR ADMISSION:
1. Once you submit your application online, you’ll receive an email confirmation.
2. If you need help paying for college, apply for financial aid at the time of application.
3. For information regarding who may apply for admission and California residency, please visit the Admissions & Records page on the Coastline Community College website at www.coastline.edu.

APPLICATION CONFIRMATION/REGISTRATION APPOINTMENT:
You will receive an email from CCCApply confirming successful submission of your application. Allow 5-7 business days to process your application. Once your application has been accepted you will receive an email containing your Admissions information including your MyCCC user name and password, your CCC student email address, MyCCC login information and how to see your registration appointment time. You will register for your classes online via MyCCC. The email will indicate whether or not you need to complete placement testing and/or attend an orientation. If you do not receive an email within seven working days of submitting your application, contact the Admissions and Records Office at (714) 241-6176.

REGISTRATION ENROLLMENT STEPS
All admitted students will receive an account to log in to MyCCC, the college's new student/faculty web portal. Account (log in) information will be emailed or mailed to new students upon completion of the admissions process. Continuing students Spring registration appointments will be posted online on your MyCCC account mid-October.

COASTLINE’S ADMISSIONS AND RECORDS OFFICE is located at: Coastline College Center, 11460 Warner Avenue (on the corner of Warner Ave. and Newhope St.), Fountain Valley, CA 92708.

REGULAR HOURS:
Monday-Thursday, 8 a.m.-5 p.m.
Friday, 8 a.m.-12 noon

SUMMER REGISTRATION EXTENDED HOURS:
Friday, June 12, 8 a.m.-5 p.m.
Friday, June 19, 8 a.m.-5 p.m.
Admission Information

11460 Warner Ave., Fountain Valley, CA 92708
Admissions & Registration Information
(714) 241-6176
General Information – (714) 546-7600
www.coastline.edu

Registration Appointments:
Registration begins April 13. To view your assigned registration date and time, please log into MyCCC and go to your Student tab, then click on Registration Tools.

June 14  Residency Determination Date
June 15  Summer session begins
July 3   Holiday – No Classes
July 17  Deadline to file for Summer Graduation
August 7  End of Summer session

New Information about Priority Registration – Effective Fall 2014: Due to recent legislative changes, priority registration is changing. Students who have met all the requirements listed below prior to March 20, 2015 will be eligible for priority registration. After March 20, the students who meet the requirements listed below prior to May 14, 2015 will be eligible for priority registration for the fall term 2015:

1. Completed placement testing and orientation (or equivalent).
2. Have a counselor-approved Student Education Plan (SEP) on file with a specified Course of Study that leads to an Associate Degree (AA, AS, or ADT) transfer, State-approved Certificate of Achievement, or career advancement.
3. Be in good academic standing and/or progress standing.
4. Have not earned more than 100 degree-applicable units within the Coastline Community College District (Coastline Community College, Golden West College, and Orange Coast College).

ADMISSIONS INFORMATION
Who May Apply
Anyone 18 years of age or older who can profit from instruction qualifies for admission. If under age 18, you will qualify for admission if you have satisfied one of these:

1. Graduated from high school.
2. Passed the California High School Certificate of Proficiency Test or equivalent.
3. Completed the 10th grade and received permission from your high school and parent to attend.

High school students may be eligible for Coastline Community College’s Special Part-Time Program. The Special Part-Time Program is designed for 11th and 12th grade high school students seeking advanced scholastic or vocational coursework not available at the high school. The school and the college will determine who may enroll based on their judgment of the applicant’s ability to profit from instruction. The college has the right and responsibility to restrict enrollment for reasons of health and safety, appropriateness of the course, preparedness of the student, college policy, state law and space availability. Note: In accordance with SB338, enrollment in physical education courses have been restricted or excluded.

NOTE: Not all courses offered at Coastline Community Colleges are available for Special Part-Time enrollment. All assessments, pre-requisites and other requirements must be met in order to be considered for enrollment as a Special Part-Time student. Consult the current class schedule or College Catalog for course pre-requisites and other requirements.

According to state guidelines, students enrolled in home school must be associated with a program approved through your County, or must be a person holding a California teaching credential, or must hold a current private school affidavit filed with the State Superintendent of Public Instruction.

RESIDENCE REQUIREMENTS
California Residence
Generally, California residence is established by one of the following:

1. If the applicant is under the age of 18, his or her parents must have had legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or summer session.
2. If the applicant is 18 but not yet 19 years of age, the applicant and the applicant’s parents or legal guardian must have residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester or summer session.
3. If the applicant is 19 years of age or older, the applicant must have had legal residence in California for a minimum of 12 consecutive months preceding the day before the first day of the semester.
4. Alien students holding visas which do not preclude them from nonresident tuition fees but who meet the residency intent and durational requirements for a one-year period prior to the residency determination date.

It is the responsibility of all students to maintain an accurate address on file with the Admissions and Records Office.

Non-California Residents
The following conditions are applicable regarding nonresident fees:

1. Students who are nonresidents of California as of the day immediately preceding the first day of the semester or summer session will be required to pay nonresident tuition and capital outlay fees.
2. Active military personnel are exempt from nonresident tuition fees provided they are in California for a purpose other than attending a state supported institution of higher education.
3. Dependents of active military personnel are granted a one-year exemption from paying the nonresident tuition fee. The one-year period begins on the date the dependent enters California. After the exemption period has ended, dependents will be charged nonresident tuition and capital outlay fees unless they have met the residency intent and durational requirements for a one-year period prior to the residency determination date.
4. Veteran military personnel that were stationed in California for more than one year prior to separation qualify for the non-resident college fee waiver for one year within two years commencing immediately after discharge.
5. Minors (under 18 years of age and not married) will be required to pay the nonresident tuition and capital outlay fees if their parents or legal guardians reside outside the state even though such minors may have lived in California for one year or more.
6. Students who are financially dependent on their parents or legal guardians will be required to pay nonresident tuition capital outlay fees if their parents or legal guardians reside outside the state even though such students may have lived in California for one year or more.
7. Allen students holding visas which preclude them from establishing residency in California may be restricted in their enrollment at Coastline Community College and will have to pay nonresident tuition capital outlay fees.
8. In accordance with Education Code 68130.5 (AB 540), other than nonimmigrant aliens, students who meet all of the following requirements may exempt from paying the nonresident tuition capital outlay fees:
   a. Attendance in a California high school for three or more years.
   b. Graduation from a California high school transcript must be submitted to the Admissions Office.
   c. Students without lawful immigration status must have filed an application to legalize their immigration status or will file for lawful status as soon as they are eligible to do so. The student is required to submit an affidavit with the college admissions application to verify that the student has met all conditions described above.
   Note: Students who are nonimmigrant aliens (e.g., F series student visas or B series visitor visas) are not eligible for this AB 540 exemption unless they have applied to INS for a change of status to other than nonimmigrant status and meet all other requirements for the exemption.
9. In accordance with SB 141, Coastline Community College will exempt from nonresident tuition, a nonresident student who is a U.S. citizen and who resides in a foreign country, if that student meets all of requirements of the bill. Contact the Residence clerk for a list of requirements.
10. This is a “Non Resident Tuition” Exemption: In accordance with AB669, a student who currently resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California’s child welfare system, or was served by California’s child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he or she has resided in the state the minimum time necessary to become a resident.
SEXUAL MISCONDUCT INFORMATION & TITLE IX COMPLIANCE

Members of the Coastline Community College (CCC) community, guests and visitors have the right to be free from sexual violence. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. CCC has zero tolerance for sexual misconduct. When an alleged sexual misconduct is brought to the attention of administration and a respondent is found to have violated any sexual misconduct district policy, serious sanctions may be imposed to ensure that such actions are never repeated. The following is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

OVERVIEW OF EXPECTATIONS WITH RESPECT TO CONSENSUAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as teacher and student, supervisor and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. The college does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the college’s goals or district policies. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, student-student, administrator-student) are generally not encouraged. Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role where the other party is in violation of district policy (CCPD BP 7310). This includes student assistants over whom they have direct responsibility.

SEXUAL VIOLENCE — RISK REDUCTION TIPS

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “no” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe it to yourself and your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.

DON’T MAKE ASSUMPTIONS about consent; about someone’s sexual availability; about whether they are attracted to you; about how much about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then DO NOT have sex.

Mixed messages from your partner are a clear indication that you should not proceed. Avoid any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must make the guideline for sexual behavior clear with them if you are comfortable with it.

- Don’t take advantage of someone’s drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. Quite often, power advantage simply because of your gender or size. Don’t abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
- Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

IN CAMPUS HEARINGS, LEGAL TIPS

- In campus hearings, legal terms like “guilt,” “innocence” and “burdens of proof” are not applicable, but the college never assumes a student is in violation of district policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.
- The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’ rights and personal safety. Such measures include, but are not limited to, suspension from campus pending a hearing and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the college reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

SEXUAL HARASSMENT:

Sexual Harassment is unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive to impede a person’s ability to participate in or benefit from the college’s educational programs or activities, and is based on power differentials (judgment pro quo), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; gender-based bullying.

NON-CONSENSUAL SEXUAL CONTACT:

- Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is not consent and/or by force.
- The determination of whether an environment is “hostile” must be based on all of the circumstances. These circumstances could include:
  - the frequency of the conduct;
  - the nature and severity of the conduct;
  - whether the conduct was physically threatening;
  - whether the conduct was humiliating;
  - the effect of the conduct on the alleged victim’s mental or emotional state;
  - whether the conduct was directed at more than one person;
  - whether the conduct arose in the context of other discriminatory conduct;
  - whether the conduct unreasonably interfered with the alleged victim’s educational or work performance;
  - whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or ofrece tangible harm in a sufficiently severe manner to permeate the conditions of the person’s work or academic environment, and affect a substantial part of the student’s or employee’s education;
  - whether the speech or conduct deprives the protections of academic freedom or the 1st Amendment.

Sexual Contact includes:

Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another submit to contact with any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with oral by breasts, buttocks, groin or genitalia, mouth or other orifice.

NON-CONSENSUAL SEXUAL INTERCOURSE:

Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object, by a man or woman upon a man or a woman that is without consent and/or by force. Intercourse includes genital penetration by a penis, object or tongue, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

SEXUAL EXPLOITATION:

Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio taping of sexual activity;
- Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student;
- Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

SANCTION STATEMENT:

Any student found responsible for violating the CCCD policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

Any student found responsible for violating the CCCD policy on Non-consensual Sexual Contact or Intercourse will likely face a recommended sanction of suspension or expulsion.

Any student found responsible for violating the CCCD policy on sexual exploitation or sexual harassment will likely receive a recommendation ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

The CCCD investigative team reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregious/offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

OTHER MISCONDUCT OFFENSES (Will fall under TITLE IX when gender base)

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the college community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Student Code of Conduct);
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt who or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment);
- Violence between those in an intimate relationship to each other;
- Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and safety of a member of the community; or the safety of any of the immediate family members of the community.

PRIVACY AND REPORTING:

The Vice President of Student Services, Ross Miyashiro (rmiyashiro@coastline.edu), is the college’s designee for privacy, for the purposes of initiating notice and/or investigation of sexual misconduct excluding cases involving personnel (not related to a student). The Title IX Officer will assign an investigator to handle complaints filed by members of the Investigative Team, to investigate allegations of gender-based discrimination and/or sexual misconduct. The Title IX Officer will assign deputy investigators depending on the situation and the parties involved.

To Report Gender-Based Discrimination, Sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, or sexual exploitation, please contact:

Ross Miyashiro, Vice President of Student Services

rmiyashiro@coastline.edu

(714) 241-6160

2015 SUMMER CLASS SCHEDULE
Auditing
The college is no longer offering students the option to audit a course.

Changes
Coastline makes every effort to assure the class schedule information is accurate. Because this publication must be prepared well in advance, changes in some programs inevitably will occur. Courses described in this publication are subject to change without notice. All classes offered are based upon sufficient enrollment to economically warrant them. Classes may be canceled as a result of low enrollment, state legislation and/or financial consideration. When classes are canceled due to low enrollment, every attempt will be made to help students adjust their academic schedules. In addition, students are advised that all information set out in this publication is subject to change without notice, and the Board of Trustees of the CCCD, the chancellor of the CCCD and the president of Coastline reserve the right to amend or repeal regulations, rules, resolutions or policies within the administrative area of responsibility of such officers.

Class Attendance
Registered students who miss the first class meeting may be dropped. Students who must miss the first class should notify their instructors through the appropriate learning center prior to the first meeting to avoid being dropped from the class. Students are expected to attend class on a regular basis. Each instructor will determine the attendance policy for his/her class and its implication for successful completion of the course.

Continuous Attendance
Continuous attendance at Coastline is defined as the completion of at least one course during a regular semester (fall and/or spring) of each academic year.

Course Repetition
Course repetition is prohibited by state law as described in California Administrative Code, Title V. However, exceptions are allowed as follows:

1. Students who wish to repeat a course in which a substandard grade of “D, F, or NP” was earned may retake the course at any regionally accredited college or university to alleviate the substandard grade earned at Coastline or provided the repeated course is equivalent to the one taken at CCC.

2. If the grade earned was “A, B, C or P”, a college committee will review the repeat petition for appropriate action based on extenuating circumstances.

Upon completion of the repeated course, the student must file the “Petition to Remove D or F” in the Admissions and Records office. The student’s academic transcript shall then be annotated reflecting their recomputed GPA and omitting the prior unsatisfactory grade(s) of “D and/or F.” However, previously recorded coursework will not be removed or otherwise changed on the student’s permanent record.

A course in which the student received a grade of “D, F, NP, or W.” may be repeated only three times. Students wishing to repeat a course more than three times may appeal for extenuating circumstances by filing a “Petition to Repeat a College Credit Class” prior to registration. Petition forms are available in the Coastline Admissions and Records Office and on the Website at coastline.edu.

Have you completed your Student Educational Plan (SEP)?
If not, here are some ways to complete your plan:

Option 1: Make a Counseling Appointment
Counselors are available at the College Center (Fountain Valley), Garden Grove Center, Le-Jao Center (Westminster), and Newport Beach Center throughout each semester or you can make a phone appointment.
Call (714) 241-6162 for appointments or additional information.

Option 2: Attend a Student Educational Planning (SEP) Workshop
The counseling department is hosting 2-hour evening workshops to help guide you on how to create a Student Educational Plan (SEP). These workshops will be at either Le-Jao Center or Garden Grove Center. For reservations or additional information, please call the Counseling office at (714) 241-6162.

Option 3: Complete a Counseling Class
The following courses include completion of a Student Educational Plan:
Counseling C104 — Career/Life Planning
Counseling C105 — Strategies for College Success

Familiarize Yourself With These Terms
Closed Classes — If the class you wish to register in is closed at the time you register, we suggest the following:
1. Go for the sure thing! Try to find another section of the course that may still have seats available.
2. Check back periodically to see if someone has dropped, at which time you would be able to add the class.
3. Attend the first class meeting and ask the instructor for permission to enter the closed class.

Permissions Required Courses — Enclose test scores and proof of eligibility for math and English. These forms must be submitted prior to your registration appointment.

Class Canceled — A canceled class/section is one that is not going to be offered for that semester due to various reasons. You will need to choose an alternate class/section.

Concurrent Enrollment Required — This term applies to classes in which you must enroll in both a lecture and a lab. It may also apply to classes that require you to enroll in another type of class at the same time.

Duplicate Section — You cannot enroll in two sections of the same course during the same semester unless they are a first and second nine-week class and coded as a repeatable course.

Time Conflict — You may not enroll in two classes that overlap in time. Check the scheduled class times carefully when planning your program.

Prerequisite Courses — You must have completed the prerequisite course at Coastline or at another college. To show proof of the prerequisite completion bring a copy of your transcript or grade report to the Admissions office prior to registration.

Listen Carefully — The touch-tone telephone registration system will guide you through the registration process.

Clear Any Obligations — Students must clear holds before registering. To check to see if you have any holds on your records, login to your MyCCC account. Click on the student tab, then click on “holds information” in the Other Resource box.

Program Restriction — If you receive this message when attempting to register, it means we have you classified as a High School student. (see special admit students below)

Special Admit Students — Students who are enrolled in K-12 are Special Admit students. A High School Release Form, must be completed and submitted each term before Special Admit students are permitted to register. All necessary forms and instructions are available at:
http://www.coastline.edu/students/forms.cfm
Enrollment Process

The following outlines the process to follow for successful registration.

HOW TO REGISTER FOR CLASSES: You may register for classes on or after your assigned appointment time. To register for classes, login to your MyCCC and follow the steps below:

1. Click on the Student tab
2. Under Registration tools, click on "Add or Drop Classes"
3. Select a term (ex: CCC Summer 2015)
4. Enter Course Reference Numbers (CRNs) from the printed class schedule then click on "Finalize Add/Drop"
5. If a course requires enrollment in two sections, i.e., a lecture and a lab, both CRNs must be entered at the same time.
6. After you have clicked on “Finalize Add/Drop” and you have verified your registration, click on “Pay Now” to pay your fees.

DROPING CLASSES: When dropping classes via your MyCCC, it is very important that you click on “Finalize Add/Drop” after you enter the CRN in which you wish to drop. If you do not click on “Finalize Add/Drop”, your drop transaction will NOT be completed, which may result in an “F” or “NP” grade.

LATE REGISTRATION: Students who fail to register by June 14 for 8-week Distance Learning classes must email the instructor and ask for a Permit to Add Card along with an Add Authorization Code (AAC). If the instructor gives you an Add Permit, follow the directions on the permit to get officially registered in the class.

Students who fail to register by June 14 for first, 8-week, on-site classes must attend the first class meeting and ask the instructor for a Permit to Add Card along with an Add Authorization Code (AAC). If the instructor gives you an Add Permit, follow the directions on the permit to get officially registered in the class.

NOTE: You must have a Summer registration appointment in order to register late. Students who register for classes after the term begins WILL NOT be dropped for non-payment.

GENERAL INFORMATION: In order to select your classes, you must have a Summer 2015 Class Schedule. Schedules will be available on the College website at www.coastline.edu/schedule. NOTE: Students are not allowed to attend class after the first week without being officially registered in the class. Students are cautioned that late enrollment into a class may severely affect successful completion and does not excuse students from making up missed work. Grades or course credit will not be given to students who do not officially register by the course deadline.

CLOSED CLASSES AND WAITLISTS: Waitlists are available for most classes. If you add yourself to the waitlist and a seat becomes available, you will be notified through your student email account and will have 24 hours to add the class via MyCCC. The 24-hour notification period will include nights and weekends so check your email often. Waitlist email notifications are sent to the Coast District assigned student email account (your username@student.cccd.edu). All prerequisite and co-requisites must be met.

Special Note: High School students are not able to place their names on a waitlist for a course. If a class is closed at the time of registration, High School students must email the instructor and ask for a Permit to Add Card along with an Add Authorization Code (AAC). The 24-hour notification period will include nights and weekends so check your email often. Waitlist email notifications are sent to the College designated student email account (your username@student.cccd.edu). All prerequisite and co-requisites must be met.

GRADE OPTION PROCEDURES: Students wishing to select the Pass/No Pass grading method in grade option courses must file the request in the Admissions and Records Office within the first 20% of the length of the course. Please contact the Admissions and Records office for specific course deadlines.

GRADES: Grade reports are not mailed. Students may access their grades online through their MyCCC site. Students also have the option of printing their own Coastline Community College unofficial transcript. Semester grades are available online approximately 10 working days after the end of the semester (excluding holiday periods).
Costs and Fees

ENROLLMENT FEE—$46 per unit for California residents (enrollment fee is determined by the State and is subject to change at any time).

HEALTH SERVICES FEE—All students enrolling in one or more courses are required to pay the Health Services Fee of $10. This is a mandatory fee unless the student presents a waiver. Students who qualify for a waiver are:
- Students who depend solely upon prayer for healing in accordance with the teachings of a bona fide religious sect, denomination or organization. Call (714) 241-6160 for information.
- Students enrolled only in courses of two weeks or less in duration.
- Students enrolled only in noncredit courses.
- Students enrolled in an approved Study Abroad Program.
- Students enrolled in an approved apprenticeship training program.

COLLEGE SERVICES CHARGE—$5 per semester. It is not mandatory; however, Coastline Administration and Associated Student Government (ASG) expect students to support the college by paying the charge. A portion of each $5 charge goes to instructional grants and student scholarships. Information about specific programs funded by this charge and requests for waiver of the charge are available and granted only in the Student Services office during the registration period. Waivers must be secured in advance and submitted at the time of a student’s initial enrollment.

NON-RESIDENT TUITION—$200 per unit, plus $31 per unit non-resident capital outlay. Students who are not California residents as defined by the Education Code are required to pay the non-resident tuition fee in addition to the fees described above. Please note that it is the student’s responsibility to prove that he/she is a California resident.

MATERIALS FEE—Students may need to purchase materials for classes, as follows:
1. Required instructional materials of continuing value outside of the classroom must be paid for by the student. These are tangible materials essential to satisfy course objectives, have value to the student outside the classroom, belong to the student and may be taken home. These materials include, but are not limited to, such items as textbooks, workbooks, syllabi, computer discs, tools, uniforms and canvases. They also include materials such as clay that are transformed into materials of lasting value.

NOTE: Some classes carry a fee for required instructional materials. These fees are for the types of materials described above. When such fees are indicated, the materials for which the fees are levied are supplied at district costs and are sold as a convenience to students. However, students may choose not to pay the fee indicated and provide the materials themselves. Students are warned that they will not be able to complete the requirements of a course if they do not purchase or provide required instructional materials.

2. Students are advised to provide certain instructional materials of an optional nature. These are materials that enhance a student’s learning experience in the classroom, but are not essential to completion of course objectives.

PARKING FEE—$15 per Fall and Spring Semester, $7 for Summer Session. Parking permits are required at the Newport Beach, Le-Jao, and Garden Grove Centers. All registered students using these lots at any time are required to purchase and display a parking permit. Although the sticker will not guarantee a parking space, it will avoid the possibility of receiving a parking citation. Coastline parking permits are not valid at Golden West or Orange Coast Colleges. Vehicles receiving Coastline citations have the same legal status as parking citations issued by a law enforcement agency in California. For further information regarding these regulations see Parking Regulations, located under “Policies”, or contact the Public Safety office at (714) 241-6120, ext. 16350. Purchase Parking Permits online at www.coastline.edu.

FEE PAYMENT PROCEDURE—Prior to the start of the term, Fees are due and payable at the time you register for classes. Coastline Community College does not bill for registration fees. If payments are not received by the fee payment deadlines students will BE DROPPED from classes to make seats available for other students seeking to register. It is the student’s responsibility to withdraw from classes by the refund deadline to ensure cancellation of fees.

Financial Aid Students

BOG Fee Waivers pay enrollment fees ONLY. Students with a BOG Fee Waiver must pay the required health fee, College Service Charge and materials fees or you will be dropped from your classes if you register prior to the start of the term.

If you know the financial aid office has posted your fee waiver (BOGW) to your account, but it is not showing on your MyCCC, click on the refresh button on your browser to recalculate your fees. If this doesn’t work, log back in no later than the next day to see if your fee waiver has been posted. If it has not, please pay the total balance due to avoid being dropped.

IMPORTANT: Students are responsible for any fees incurred and grades received. It is the student’s responsibility to drop classes by the State mandated refund deadline to avoid fee obligations and must print a student class program (available via MyCCC) to verify their withdrawal. (Once classes begin, non-attendance or non-payment does not release the student from his responsibility and may result in failing grades being awarded).

FEE PAYMENT METHODS—Students may pay fees by credit card, check/money order, or cash as follows:

CREDIT CARD PAYMENTS—Pay online by VISA/MasterCard. Login to your MyCCC, go to the My Account box, click the credit card icon next to the term with an account balance.

CHECK OR MONEY ORDER PAYMENTS—Make checks payable to Coastline Community College. Write your ID Number and Student Name on check or money order. Check/Money Order Payments may be submitted by mail, or in person at the Admissions & Records Office.

SUBMIT BY MAIL—Mail checks/money orders to: Coastline Community College, Attn: Registration, 11460 Warner Avenue, Fountain Valley, CA 92708

RETURNED CHECKS—Any check returned unpaid (stop payment or insufficient funds) does not constitute automatic withdrawal from class. A check returned from the bank for any reason is subject to a $25 service charge. A hold will be placed on student records for any financial obligation until the obligation is cleared.

CASH PAYMENTS (IN PERSON ONLY)—Cash payments may only be paid in the Admissions office located at Coastline’s Administrative Center during the registration period.

Financial Aid Payments (BOG Fee Waiver)

- Students who are having difficulty finding resources to pay fees should call the Financial Aid office at (714) 241-6239 for more information.
- BOG Fee Waivers pay enrollment fees ONLY. Students with a BOG Fee Waiver must pay the required health fee, College Service Charge and materials fees.
- If you know the financial aid office has posted your fee waiver (BOGW) to your account, but it is not showing on your MyCCC, click on the refresh button on your browser to recalculate your fees.

THIRD PARTY PAYMENTS—If your tuition is going to be paid by a third party, i.e., Boeing, CA Dept of Rehabilitation, Voc Rehab or Tuition Assistance, once you have registered in classes, please submit your paperwork to the Admissions & Records Office within 48 hours to avoid being dropped.
TUITION PAY (INSTALLMENT PLAN)—Students interested in making payments for tuition and fees, can visit the Tuition Pay website for information on how to sign up for an installment plan. Students who choose to sign up must do so within 48 hours of registration to avoid being dropped from classes. Tuition Pay requires a down payment plus a $25 non-refundable fee per semester. This service is only available for the fall and spring semesters.

STUDENT CLASS PROGRAM (OFFICIAL STUDENT SCHEDULE)—Once you have registered online at MyCCC you may print your confirmation of your payment and a Student Class Program (Web Schedule Bill) showing the course information for the courses you registered for. From MyCCC, on the Student Tab, click on “Student Class Program” (Web Schedule Bill).

UNPAID BALANCES—Will be forwarded to Collections and the student will be charged a $25 collection fee in addition to their balance due.

Non-Payment Drop Schedule
Students who have not paid their account balance in full, may be dropped for non-payment of fees as follows:

- April 23, 2015 (Thursday) at 1:00pm: For Registration between April 13 and April 19
- April 30, 2015 (Thursday) at 1:00pm: For Registration between April 20 and April 26
- May 7, 2015 (Thursday) at 1:00pm: For Registration between April 27 and May 3
- May 14, 2015 (Thursday) at 1:00pm: For Registration between May 4 and May 10
- May 21, 2015 (Thursday) at 1:00pm: For Registration between May 11 and May 17
- May 28, 2015 (Thursday) at 1:00pm: For Registration between May 18 and May 24
- June 4, 2015 (Thursday) at 1:00pm: For Registration between May 25 and May 31
- June 12, 2015 (Friday) at 1:00pm: For Registration between June 1 and June 12


Any registration that occurs after 1pm on June 12 for first 8-week classes will not be dropped for non-payment. Students that enroll are responsible for paying their fees or withdrawing from classes prior to the refund deadline to cancel fees.

Attention—Coastline Military & Corporate Programs Students
The above Non-Payment Drop Policy does not apply to students registering for the Military/Contract Ed CCC Terms. For applicable TA/Payment Deadlines, view the Military & Corporate Education Programs Academic Calendar (http://military.coastline.edu/general/dates.cfm).

Refund Policy
In Accordance with California State Regulations and Coast District Policy, registration fees will be refunded according to the following:

Enrollment Fees, Non-Resident Fees, Material Fees
100% refund of fees paid at registration for each class dropped by the refund deadline. No refund will be made after the refund deadline. There are no exceptions.

Health Fee, College Service Charge
100% of the fees paid at registration will be refunded if the student totally withdraws from all classes by the refund deadline for each class. No refund will be made after the refund deadline. There are no exceptions.

Parking Permit
Return the parking permit (If purchased) in-person or by mail. The Parking Permit must be postmarked or returned to the Public Safety Office on or before the earliest refund deadline on your official Student Class Program, which is available via the student tab on your MyCCC portal.

To Be Eligible For a Refund
Students must officially withdraw from classes by the refund deadline (Refer to the Student Class Program/Web Schedule Bill on the Student tab of the MyCCC portal page or see Dates to Remember.) It is the student’s responsibility to officially withdraw from classes and to verify all withdrawals. An instructor may drop students for non-attendance. Instructors are not responsible for making sure drops are made by the refund deadline. If the student has not been dropped from the class by the instructor, the student is responsible for withdrawing from the class by the refund deadline. Students who are officially enrolled in a class after the refund deadline will not be eligible for a refund. There are no exceptions.

Refund Processing
Refunds will be automatically processed every week beginning the first week of registration of the semester in which the fees were paid and each week thereafter until the end of the term. Official withdrawals made in accordance with the refund policy and by the withdrawal deadline will generate a credit balance on the student account.

Online Credit Card Payment Refunds
Registration fee payments made by credit card through MyCCC will be refunded to the same credit card used for payment. Allow 6-10 business days for the refund to post. If the Credit Card Used to pay fees is no longer valid, it is the student’s responsibility to notify the Admissions and Records Office once the credit has been posted to the student’s account and prior to the refund being processed. The refund will be converted to a check refund upon proper notification.

All requests for review of account summary must be made within one-year grace period from the semester in which the fees were assessed. Such petitions are subject to review.

In Person Payment Refunds
Fee payments paid in person, by cash, check, money order or credit card, will be refunded through Higher One as either a check, mailed to the mailing address the Admissions and Records Office has on file, direct deposit to an existing bank account or to a Higher One account depending on the refund choice made by the student. It is the responsibility of the student to maintain correct and up-to-date address information. Addresses can be updated on MyCCC, under the Student Tab, and then click on Banner Self Service.

IMPORTANT
Payments made using multiple payment methods (online credit card payments and cash, check or money order) during the current registration period will be refunded to the credit card used for online payments.

Returned Checks
Any check returned unpaid (stop payment or insufficient funds) does not constitute automatic withdrawal from class. A check returned from the bank for any reason is subject to a $25 service charge. A hold will be placed on student records for any financial obligation until the obligation is cleared.
APPLY ONLINE FOR THE BOARD OF GOVERNORS’ FEE WAIVER (BOGW). The fee waiver covers the enrollment fee for California residents who qualify. All other fees, books and supplies are not covered by this program and are the responsibility of each student. Fee waivers cover the academic year, starting with Summer. They are valid for three terms: Summer, Fall and Spring.

There are 2 ways to apply:

1. Go to www.fafsa.ed.gov
   Go to www.fafsa.ed.gov and fill out the 2015-2016 FAFSA, Free Application for Federal Student Aid. Our school code is 013536. Your processed Federal data will be electronically downloaded for a fee waiver if you qualify.

2. Go directly to www.cccapply.org
   and follow the prompts to do the online fee waiver application.
   Most students have a better chance of qualifying for the BOGW through the FAFSA.
   IMPORTANT: Do not fill out the CCCapply.org BOGW application if you have already filed a FAFSA for the same academic year.
ACCT C100 - INTRODUCTION TO ACCOUNTING  
3.0 units
Practical accounting/bookkeeping principles applied to personal services by professional individuals and firms and the small retail operator. Familiarization with accounting forms and practical accounting procedures in completing the accounting cycle. Graded or Pass/No Pass option.
- CRN 73023 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
73023 8-wk/Jun 15 6 hrs and 30 min/wk arr. ONLINE Hoekstra, T

ACCT C101 - FINANCIAL ACCOUNTING  
4.0 units
This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors, and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus on the accounting cycle and the application of generally accepted accounting principles, the financial statements, and statement analysis. Students will analyze issues relating to asset, liability, equity valuation, and revenue and expense recognition, cash flow, internal controls, and ethics and will record financial transactions and interpret financial statements. This course meets the accounting-related or business related course requirements needed to sit for the CPA exam. ADVISORY: Eligibility for ENGL C100 and MATH C010. Graded or Pass/No Pass option. Transfer Credit: CSU; UC.
- CRN 72274 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
72274 8-wk/Jun 15 10 hrs and 40 min/wk arr. ONLINE Whitson, S

ACCT C102 - MANAGERIAL ACCOUNTING  
4.0 units
This is the study of how managers use accounting information in decision-making, planning, directing operations, and controlling. Focuses on cost terms and concepts, cost behavior, cost structure, and cost-volume-profit analysis. Includes issues relating to cost systems, cost control, profit planning, and performance analysis in manufacturing and service environments. This course meets the accounting-related or business related course requirements needed to sit for the CPA exam. ADVISORY: Eligibility for ENGL C100 and MATH C010. Prerequisite: ACCT C101. Transfer Credit: CSU; UC. Graded or Pass/No Pass option. C-IC ACCT 120.
- CRN 72275 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
72275 8-wk/Jun 15 10 hrs and 40 min/wk arr. ONLINE Atallah, J

ACCT C103 - INDIVIDUAL TAXATION  
3.0 units
Foundation of individual income taxation will be acquired. Introduction of the income tax forms and instruction on how to prepare an income tax return. ADVISORY: ACCT C101. Graded or Pass/No Pass option.
- CRN 73276 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
73276 8-wk/Jun 15 6 hrs and 30 min/wk arr. ONLINE Kroll, S

ACCT C106 - EXCEL FOR ACCOUNTING  
2.0 units
This course includes a detailed study of Accounting using Excel spreadsheets software. Topics include the use of functions and formulas in Excel with emphasis on Accounting as a financial analysis tool. Students are expected to have a working knowledge of Windows. Graded or Pass/No Pass option.
- CRN 73277 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
73277 8-wk/Jun 15 4 hrs and 15 min/wk arr. ONLINE Livingston, L

ACCT C107 - ACCOUNTING WITH QUICKBOOKS  
2.5 units
QuickBooks is a complete computerized accounting system for small businesses. Topics include a review of basic accounting concepts, preparation of business reports and graphs, and the creation of a company using QuickBooks accounting. Covers creation and operation of a detailed accounting system for new and existing businesses. ADVISORY: ACCT C100 and/or C101. Transfer Credit: CSU. Graded or Pass/No Pass option.
- CRN 73388 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
73388 8-wk/Jun 15 4 hrs and 15 min/wk arr. ONLINE Chow, B

ACCT C111 - ADVANCED QUICKBOOKS  
2.0 units
Advanced QuickBooks covers setting up budgets, progress billing, file importing and exporting, and creating graphs and a project using QuickBooks. ADVISORY: ACCT C107. Graded or Pass/No Pass option.
- CRN 73389 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
73389 8-wk/Jun 15 4 hrs and 15 min/wk arr. ONLINE Ildefonso, N

ACCT C112 - INTERMEDIATE ACCOUNTING 1  
3.0 units
Foundation acquired in ACCT C101 will be further developed through more detailed principles. This is the first semester of a three-semester sequence that will explore topics in intermediate accounting. ADVISORY: ACCT C101. Graded or Pass/No Pass option.
73446 8-wk/Jun 15 6 hrs and 30 min/wk arr. ONLINE Ildefonso, N

ANATOMY (SEE BIOL C220) • (714) 241-6213
ANTH C100 - CULTURAL ANTHROPOLOGY 3.0 units
This course offers an introductory study of the structure and process of culture. It focuses on the major features of culture and the methods of anthropological research and theoretical orientations with examples of culture variations in both traditional and modern societies. Graded or Pass/No Pass option.
-CRN 73258 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

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<tbody>
<tr>
<td>73258</td>
<td>8-wk/Jun 15</td>
<td>6 hrs and 30 min/wk</td>
<td>TV</td>
<td>Hogan, M</td>
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<tr>
<td>73373</td>
<td>8-wk/Jun 15</td>
<td>6 hrs and 30 min/wk</td>
<td>ONLINE</td>
<td>Salvi, L</td>
</tr>
</tbody>
</table>

ANTH C150 - WORLD CULTURES 3.0 units
Course surveys cultures providing a foundation for understanding current global developments and human behavior dynamics when encountering cultural differences. Emphasizes practical communication skills used in culturally diverse settings. Graded or Pass/No Pass option.

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<tr>
<td>73415</td>
<td>8-wk/Jun 15</td>
<td>6 hrs and 30 min/wk</td>
<td>ONLINE</td>
<td>Salvi, L</td>
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</table>

ART • (714) 241-6213

ART C100 - ART HISTORY AND APPRECIATION 1 3.0 units
Multi-cultural survey of art from prehistoric times to the Renaissance period, stressing basic principles and history of art. Introduction to form and content and the media and methods of the visual arts. Illustrated lectures, reading, and study of related exhibitions. Graded or Pass/No Pass option.

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<th>CRN</th>
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<tr>
<td>70002</td>
<td>8-wk/Jun 15</td>
<td>6 hrs and 30 min/wk</td>
<td>ONLINE</td>
<td>Staff</td>
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ART C101 - ART HISTORY AND APPRECIATION 2 3.0 units
Multi-cultural survey of art beginning with the Renaissance and concluding with contemporary art. Illustrated lectures, reading, and study of current exhibits. Graded or Pass/No Pass option.

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<th>CRN</th>
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<th>Instructor</th>
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<tbody>
<tr>
<td>73308</td>
<td>8-wk/Jun 15</td>
<td>6 hrs and 30 min/wk</td>
<td>ONLINE</td>
<td>Lee, D</td>
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</table>

ART C105 - INTRODUCTION TO ART 3.0 units
This course provides an introduction to art from prehistoric times to the present. While examining the role that the visual arts play in the historical development of world cultures, the student will study a wide variety of artistic media such as architecture, painting, drawing, sculpture, graphic design, and photography. This course will also examine the visual elements such as line, color and texture, and explore the principles of design such as unity and balance to discover how they communicate ideas. Cost of museum visit will not exceed $15.00. Graded or Pass/No Pass option.

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<th>Instructor</th>
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<tr>
<td>73400</td>
<td>8-wk/Jun 15</td>
<td>6 hrs and 30 min/wk</td>
<td>ONLINE</td>
<td>Staff</td>
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<tr>
<td>74141</td>
<td>8-wk/Jun 17</td>
<td>10am-1:05pm W plus</td>
<td>NB CTR RM 229</td>
<td>Lee, D</td>
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<td></td>
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<td>3 hrs and 15 min/wk</td>
<td>ONLINE</td>
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ART C110 - COLOR AND DESIGN: 2D 3.0 units
In this course students will develop and apply design skills using the visual elements and principles of two-dimensional design. They will use the creative process as both viewers and designers, solve visual problems, and create authentic designs using black and white and color media. Students will also study design in historical, social, and multi-cultural contexts. For general education and Art/Design majors. Graded or Pass/No Pass option.

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<th>Instructor</th>
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<tr>
<td>73293</td>
<td>8-wk/Jun 16</td>
<td>9am-12:10pm TTh</td>
<td>NB CTR RM 106</td>
<td>Staff</td>
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ASTRONOMY • (714) 241-6216

ASTR C100 - INTRODUCTION TO ASTRONOMY 3.0 units
Origin, characteristics, and evolution of the solar system, stars, galaxies, and the universe. Milestones in astronomy from antiquity to today and future research. Graded or Pass/No Pass option.

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<tr>
<td>73284</td>
<td>8-wk/Jun 15</td>
<td>6 hrs and 30 min/wk</td>
<td>ONLINE</td>
<td>Devine, D</td>
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</table>

- CRN 73386 has one or more on-line meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

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<td>73386</td>
<td>8-wk/Jun 15</td>
<td>6 hrs and 30 min/wk</td>
<td>TV</td>
<td>Khan, M</td>
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BIOLOGY • (714) 241-6213

BIOL C100 - INTRODUCTION TO BIOLOGY 3.0 units
Biology for non-science majors. A general study of the basic concepts of biology including the human body and the environment. Emphasis on the characteristics of plant and animal life, human body systems, health, genetics, and the interaction of organisms in their environment. Graded or Pass/No Pass option.

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<tr>
<td>71150</td>
<td>8-wk/Jun 15</td>
<td>6 hrs and 30 min/wk</td>
<td>ONLINE</td>
<td>Warwick, R</td>
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</table>

- CRN 73153 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

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<tr>
<td>73153</td>
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<td>6 hrs and 30 min/wk</td>
<td>TV</td>
<td>Warwick, R</td>
</tr>
<tr>
<td>73394</td>
<td>8-wk/Jun 15</td>
<td>6 hrs and 30 min/wk</td>
<td>ONLINE</td>
<td>Gutierrez, P</td>
</tr>
</tbody>
</table>
BIOL C100L - INTRODUCTION TO BIOLOGY LAB 1.0 unit
Formerly BIOL C101. Biology lab for non-science majors. A general study of plant and animal life processes to acquaint the non-biology major with basic biological concepts and instruments in the laboratory. UC credit is not given unless BIOL C100 is taken previously or concurrently. Prerequisite: BIOL C100 with a grade of C or better or concurrent enrollment. Graded or Pass/No Pass option.

-Independent Study students must purchase a lab kit from the bookstore. Labs are completed at home on an independent study basis.
- CRN 73211 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

73211 8-wk/June 15 6 hrs and 30 min/wk arr. INDEP STDY Warwick, R

BIOL C120 - BIOLOGY OF AGING 3.0 units
This course will explore normal vs. abnormal changes in aging and the human ability to adapt. Each body system will be reviewed, focusing on how age changes relate to the development of disorders and diseases in later life. Methods of assisting older persons in adapting to acute and chronic illnesses and in health promotion and maintenance will be discussed. Graded or Pass/No Pass option.

73395 8-wk/June 15 6 hrs and 30 min/wk arr. ONLINE Gutierrez, P

BIOL C220 - HUMAN ANATOMY 4.0 units
Introduction to the structure and design of the human body. Includes structural components, spatial relationships, and body system interactions. Students participate in the laboratory, which will include dissection of the cat. Appropriate for students interested in human anatomy; satisfies requirements for nursing, physician assistant, occupational therapy, physical therapy, pre-pharmacy majors, and other allied health programs. ADVISORY: ENGL C100 and MATH C100. Graded or Pass/No Pass option.

73347 8-wk/June 15 9am-12:10pm MW NB CTR RM 215 Ager, R

BIOL C225 - HUMAN PHYSIOLOGY 4.0 units
Formerly BIOL C175. Emphasis is on integration of body systems and the interrelationships for maintaining body homeostasis. This course is designed for paramedical biology majors (nursing, X-ray technology, physical therapy, dental hygiene, etc.). Prerequisite: BIOL C220 and CHEM C110, or C130, or C180. ADVISORY: Completed ENGL C099 or eligible for ENGL C100 and completed MATH C030 or C045 or eligible for MATH C100 or higher. Graded or Pass/No Pass option.

73321 8-wk/June 15 9am-1:15pm MTWTh NB CTR RM 206 Henry, D

BIOL C283 - GENETICS 4.0 units
This course covers the principles of transmission, molecular and population genetics. Topics include Mendelian and non-Mendelian inheritance, eukaryotic and prokaryotic gene transmission, gene mapping in prokaryotes and eukaryotes, DNA replication, mutation, recombination, gene expression and regulation, cell division, meiosis, human genetic diseases, cancer genetics, developmental genetics, population genetics, genomics, bioinformatics, biotechnology and ethical implications of genetics. Emphasis is placed on problem solving. Prerequisite: BIOL C180 with a minimum grade of C and CHEM C180 or CHEM C185 with a minimum grade of C. Graded only.

73447 8-wk/June 15 3pm-6:10pm MTWTh LE-JAO RM 121 Stockwell, D

BUILDING CODES TECHNOLOGY  • (714) 241-6209

BCT C305 - FRAMING REQUIREMENTS OF BUILDING CODE 3.0 units
Comprehensive study to International Building Code chapters that concern the inspection of steel wood framing. The course also includes wall coverings, foundations, and roofing. The main emphasis is on the inspection techniques. ADVISORY: BCT C300. Graded or Pass/No Pass option.

73316 8-wk/June 15 6 hrs and 30 min/wk arr. ONLINE Hadley, B

BUSINESS • (714) 241-6209

BUS C100 - INTRODUCTION TO BUSINESS 3.0 units
A survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization’s policy and practices within the U.S. and a global society. Demonstrates how these influences impact the primary areas of business, including organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market, and, therefore, affect a business’ ability to achieve its organizational goals. Transfer Credit: CSU. Graded or Pass/No Pass option.

73303 8-wk/June 15 6 hrs and 30 min/wk arr. ONLINE Matar, F

- CRN 73267 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

72267 8-wk/June 15 6 hrs and 30 min/wk arr. TV Henry, C
**BUS C103 - PMP CERTIFICATION REVIEW**

This course is designed to assist students in preparing for the PMP certification exam given by the Project Management Institute (PMI). The topics include the project management processes, and skills and professional responsibility. The class will focus on learning the purpose for processes, inputs, tools, techniques and outputs. The students will develop a study schedule, organize study groups and create a plan with tasks that will guide them to preparing for the PMP exam. Techniques on exam taking, including study time management, will also be addressed to ensure success. Graded or Pass/No Pass option.

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<tr>
<th>CRN</th>
<th>Dates</th>
<th>Hours/Wk</th>
<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>73389</td>
<td>6-8pm/5:30pm</td>
<td>3 hrs and 30 min/wk</td>
<td>Del Carmen, G</td>
</tr>
</tbody>
</table>

**BUS C110 - LEGAL ENVIRONMENT OF BUSINESS**

Fundamental legal principles pertaining to business transactions. Introduction to the legal process and law as an instrument of social and political control in society. Topics include sources of law and ethics, contracts, torts, agency, criminal law, business organizations, judicial and administrative processes, employment law, forms of business organizations, and domestic and international governmental regulations. Transfer Credit: CSU, UC. Graded or Pass/No Pass option.

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<th>CRN</th>
<th>Dates</th>
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<th>Instructor</th>
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</thead>
<tbody>
<tr>
<td>73292</td>
<td>6 hrs and 30 min/wk</td>
<td>ONLINE</td>
<td>Campbell, L</td>
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</tbody>
</table>

**BUS C120 - PERSONAL FINANCE**

The goal of Personal Financial Planning is to teach students the fundamentals of financial planning as well as develop an understanding of the social, psychological, and physiological contexts which influence decision making. Personal Financial Planning provides comprehensive coverage of the role of money in student’s lives and provides financial planning tools enabling students to identify and evaluate choices that lead to long-term financial security and develop an understanding of their connection with money and the consequences of their decisions. Graded or Pass/No Pass option.

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<th>Instructor</th>
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<tbody>
<tr>
<td>73269</td>
<td>6 hrs and 30 min/wk</td>
<td>ONLINE</td>
<td>Ondracek, T</td>
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</tbody>
</table>

**BUS C150 - INTRODUCTION TO MARKETING**

Introduction to Marketing provides a practical introduction to contemporary marketing principles as applied in an increasingly Internet-driven marketplace. Topics include analyzing market characteristics, evaluating product and service strategies, and building strategic marketing plans. Internet experience helpful. Graded or Pass/No Pass option.

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<th>Instructor</th>
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<tbody>
<tr>
<td>73270</td>
<td>6 hrs and 30 min/wk</td>
<td>TV</td>
<td>Oelstrom, J</td>
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**BUS C222 - ENTREPRENEURSHIP AND SMALL BUSINESS OPERATIONS AND MANAGEMENT**

Small Business Operations and Management provides a study of the practical problems encountered in finding, organizing and operating small business enterprises. Included are topics related to initiating the business, developing strategies, marketing, financial and administrative control, and related topics. Graded or Pass/No Pass option.

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<th>CRN</th>
<th>Dates</th>
<th>Hours/Wk</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>73293</td>
<td>6 hrs and 30 min/wk</td>
<td>ONLINE</td>
<td>Gill, T</td>
</tr>
</tbody>
</table>

**BUSINESS COMPUTING • (714) 241-6209**

**BC C120 - MICROSOFT EXCEL 1**

Students will learn to use Microsoft Excel to create professional worksheets that include formulas, range names, charts, printing techniques, data analysis, and file management. Graded or Pass/No Pass option.

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<th>CRN</th>
<th>Dates</th>
<th>Hours/Wk</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>73274</td>
<td>4 hrs and 15 min/wk</td>
<td>ONLINE</td>
<td>Amitoelau, S</td>
</tr>
</tbody>
</table>

**BC C161 - HIT MEDICAL CODING 1**

An introductory course to learn to code procedures and diagnoses by provider, facility, type of patient, body system, and medical problems. Coding is used by health care providers to reimburse third-party payers and to keep records on providers, patients, and diagnoses. The focus is on learning how to use the CPT, ICD-9-CM, ICD-10-CM, and Level II HCPCS coding systems. The student learns the rules and guidelines, which are published by the US Department of Health and Human Services and the American Medical Association. The topics of Medicare fraud/abuse, HMO’s, and PRO’s are also reviewed. Note: After October 1, 2014, the ICD-9-CM will no longer be used. ADVISORY: BC C104 or ability to use Microsoft Windows. Transfer Credit: CSU. Graded or Pass/No Pass option.

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<th>CRN</th>
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<th>Hours/Wk</th>
<th>Instructor</th>
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<tr>
<td>73467</td>
<td>8 hrs and 35 min/wk</td>
<td>ONLINE</td>
<td>Long, B</td>
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**BC C163 - HIT MEDICAL TERMINOLOGY**

Introduction to medical terminology that is used in the health care professions. The course covers terms using prefixes, suffixes, word roots, and combining forms for body structure, body systems, medical procedures, and pathological conditions. Instruction includes exercises in spelling, definition of terms, abbreviations, and pronunciation. Advisory: BC C104 or ability to use Microsoft Windows. Graded or Pass/No Pass option.

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<th>Hours/Wk</th>
<th>Instructor</th>
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<tr>
<td>73275</td>
<td>8 hrs and 35 min/wk</td>
<td>ONLINE</td>
<td>Long, B</td>
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</table>

**BC C164 - HIT MEDICAL CODING REVIEW**

The course reviews the guidelines for physician- and facility-based coding requirements in preparation for the student to take one of the certification examinations given by the American Health Information Management Association (AHIMA) or the American Academy of Professional Coders (AAPC). The content reviews anatomy, terminology, pathophysiology, diagnostic and procedural coding, and reimbursement guidelines and issues. The use of the CPT, ICD-9-CM and/or ICD-10-CM, and HCPCS Level II manuals is emphasized. ADVISORY: BC C161, C162, and C163. Graded or Pass/No Pass option.

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<th>Dates</th>
<th>Hours/Wk</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>73466</td>
<td>8 hrs and 35 min/wk</td>
<td>ONLINE</td>
<td>Long, B</td>
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</table>
# CHEMISTRY • (714) 241-6213

## COURSES

### CHEM C110 - INTRODUCTION TO CHEMISTRY

**5.0 units**

A lab science course in principles of inorganic, biochemistry, and organic chemistry for transfer and for A.A. Degree programs in nursing, dietetics, paramedical, and other allied health fields. Not for students planning to take CHEM C130. Corequisite: CHEM C110L. ADVISORY: Grade of C or better in Elementary Algebra. Graded or Pass/No Pass option.

- CRN 73452 Online students must purchase a lab kit from the bookstore. Labs are completed at home.
  - 73452 8-wk/Jun 15 15 hrs and 30 min/wk arr. ONLINE Marcus, T
- CRN 73456 is recommended for students transferring to Cal State Long Beach or for students who want a wet lab experience.
  - 73456 8-wk/Jun 18 9am-3:25pm Th plus NB CTR RM 219 Villena-Visi, M
- CRN 73453 is recommended for students transferring to Cal State Long Beach or for students who want a wet lab experience.
  - 73453 8-wk/Jun 16 9am-3:25pm T plus NB CTR RM 219 Marcus, T
- CRN 73457 is recommended for students transferring to Cal State Long Beach or for students who want a wet lab experience.
  - 73457 8-wk/Jun 15 6:30pm-9:40pm MW NB CTR RM 219 Roberson, R

### CHEM C130 - PREPARATION FOR GENERAL CHEMISTRY

**4.0 units**

Introduction to both principles and calculations of chemistry and lab techniques, especially for those who continue with future chemistry courses. ADVISORY: Grade of C or better in Math C030 Intermediate Algebra. Graded or Pass/No Pass option.

- 73292 8-wk/Jun 15 9am-3:30pm MW NB CTR RM 219 Staff
- 73324 8-wk/Jun 15 9am-3:30pm MW NB CTR RM 219 Dupon, J

### CHEM C180 - GENERAL CHEMISTRY A

**4.0 units**

This course is the first semester of a two-semester sequence (CHEM C180 and C185). A basic course in the principles of inorganic chemistry with special emphasis on chemical calculations and structure. Prerequisite: Completion of CHEM C130 or a recent high school chemistry course with a grade of C or better, and completion of MATH C030 or a recent high school course in intermediate algebra with a grade of C or better, or appropriate placement on a math placement assessment. Corequisite: CHEM C180L. Letter Grade only.

- Students in CRN 72071 are also required to enroll in CHEM C180L lab CRN 72072.
  - 72071 8-wk/Jun 15 9 hrs/wk arr. ONLINE Gundy, A
- Students in CRN 73458 are also required to enroll in CHEM C180L lab CRN 73459.
  - 73458 8-wk/Jun 16 9:15am-1:30pm TTh GG CTR RM 202 Hanley Jr, J

### CHEM C180L - GENERAL CHEMISTRY A LAB

**1.0 unit**

A basic course in the principles of inorganic chemistry with special emphasis on chemical calculations and structure. Prerequisite: Completion of CHEM C130, or a recent high school chemistry course with a grade of C or better, and completion of MATH C030, or a recent high school course in intermediate algebra with a grade of C or better, or appropriate placement on a math placement assessment. Corequisite: CHEM C180. (May be waived by demonstration of satisfactory completion of CHEM C180, or equivalent.) Letter Grade only.

- Students in CRN 72072 are also required to enroll in CHEM C180 lecture CRN 72071.
  - 72071 8-wk/Jun 15 1:15pm-3pm MW plus GG CTR RM 307 5 hrs and 5 min/wk arr. ONLINE Kelleher, M
  - 73050 8-wk/Jun 16 2pm-6:15pm TTh GG CTR RM 307 Wen, E

### CHEM C185 - GENERAL CHEMISTRY B

**4.0 units**

This course is the second semester of a two-semester sequence (CHEM C180 and C185). A basic course in the principles of inorganic chemistry with special emphasis on chemical kinetics, chemical equilibrium, electro chemistry, nuclear chemistry, and acids and bases. Prerequisite: CHEM C180 with a grade of C or better. Corequisite: CHEM C185L, Letter Grade only.

- Students in CRN 73460 are also required to enroll in CHEM C185L lab CRN 73461. CRN 73460 is a hybrid lecture with face-to-face and online components.
  - 73460 8-wk/Jun 15 1:15pm-3pm MW plus GG CTR RM 202 Kelleher, M
    - 5 hrs and 5 min/wk arr. ONLINE
- Students in CRN 73050 are also required to enroll in CHEM C185L lab CRN 73051.
  - 73050 8-wk/Jun 16 2pm-6:15pm TTh GG CTR RM 202 Wen, E

### CHEM C185L - GENERAL CHEMISTRY B LAB

**1.0 unit**

This course is the second semester of a two-semester sequence (CHEM C180L and CHEM C185L). A basic course in the principles of inorganic chemistry and lab techniques with special emphasis on chemical kinetics, chemical equilibrium, electro chemistry, nuclear chemistry, and acids and bases. Prerequisite: CHEM C180L and CHEM C185L with a grade of C or better. Corequisite: CHEM C185. (May be waived by demonstration of satisfactory completion of CHEM C185L.) Graded or Pass/No Pass option.

- Students in CRN 73461 are also required to enroll in CHEM C185 lecture CRN 73460.
  - 73461 8-wk/Jun 15 9am-1:15pm MW GG CTR RM 307 Kelleher, M
- Students in CRN 73051 are also required to enroll in CHEM C185 lecture CRN 73050.
  - 73051 8-wk/Jun 16 9am-1:15pm TTh GG CTR RM 307 Wen, E
## COMMUNICATION STUDIES • (714) 241-6184

### CMST C100 - INTERPERSONAL COMMUNICATION
Formerly SPCH C100. Interpersonal communication will help students understand how people communicate and why people often fail to communicate effectively. Through practicing the skills and principles of speech-communication, students will be able to improve their ability to exert influence, express and evoke affection, and help other to get good information. Graded or Pass/No Pass option.

| 73243 | 8-wk/Jun 15 | 6:30pm-9:40pm MW | LE-JAO RM 202 | Staff |
| 73425 | 8-wk/Jun 16 | 6:30pm-9:40pm TTh | GG CTR RM 203 | Nguyen, C |

### CMST C110 - PUBLIC SPEAKING
Formerly SPCH C110. Principles of public speaking, including planning, preparing, and delivering an effective oral presentation. Consideration of and practice in problem solving, information, persuasion, and communication techniques. Emphasis on developing self-confidence and skill in communicating to and with groups. Graded or Pass/No Pass option.

| 73245 | 8-wk/Jun 16 | 9am-12:10pm TTh | NB CTR RM 227 | Levenshus, J |
| 73244 | 8-wk/Jun 17 | 9am-12:15pm W plus | LE-JAO RM 202 | Levenshus, J |

## COMPUTER INFORMATION SYSTEMS • (714) 241-6209

### CIS C100 - INTRODUCTION TO INFORMATION SYSTEMS
This course prepares students with a non-programming introduction to information systems and personal computer applications including word processing, spreadsheets, database, and presentation software. Graded or Pass/No Pass option.

| 73003 | 8-wk/Jun 15 | 8 hrs and 35 min/wk arr. | ONLINE | Crowley, D |

### CIS C111 - INTRODUCTION TO INFORMATION SYSTEMS PROGRAMMING
Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems. Meets the lower division computer requirement for business majors at some California State University campuses. Graded or Pass/No Pass option. C-ID: BUS 140.

| 73272 | 8-wk/Jun 15 | 8 hrs and 35 min/wk arr. | ONLINE | Mihatov, S |

### COMPUTER SERVICES TECHNOLOGY • (714) 241-6209

### CST C116 - A+ ESSENTIALS HARDWARE
The A+ Essentials Hardware course teaches necessary competencies for an entry-level IT professional. Topics include Personal Computer Components, Operating Systems, Networks, Security. Lecture and hands-on experience in structured labs is included. The A+ Essentials Hardware course maps to CompTIA's A+ Essentials Hardware exam. Graded or Pass/No Pass option.

| 73370 | 4-wk/Jul 13 | 6:30pm-9:55pm MW plus | GG CTR RM 306 | Isbell, D |

### CST C117 - A+ ESSENTIALS SOFTWARE

| 73371 | 4 wk/Jul 13 | 6:30pm-9:55pm MW plus | GG CTR RM 306 | Kerr, J |

### CST C128 - NETWORK+
This Network+ certification course provides an in-depth survey of the field of Networking, including terms, OSI model, various NOS, certification requirements, and security. Graded or Pass/No Pass option.

| 73290 | 8-wk/Jun 15 | 8 hrs and 35 min/wk arr. | ONLINE | Warner, M |

### CST C220B - VSPHERE: ICM 5.5
Virtualization allows consolidation of many traditional servers into a few physical servers with many virtual machines to realize significant cost savings. In this VMware authorized hands-on training course, students explore installation, configuration, and management of VMware® vSphere® 5.5, which consists of VMware ESXi™ and VMware® vCenter Server™. This course is based on versions of ESXi 5.5 and vCenter Server 5.5. Completion of this course satisfies the prerequisite for taking the VMware® Certified Professional 5 exam. Topics covered map to a VCP-DCA Exam. ADVISORY: CST C112. Graded or Pass/No Pass option.

| 73472 | 8-wk/Jun 15 | 6pm-10:15pm MW | GG CTR RM 304 | Bai, H |

### CST C253 - CISCO ASA AND PIX
This course covers the Cisco ASA and PIX security appliances, IPS, and VPN Adaptive Security Appliance. Students will learn to design and evaluate such features as access control, IP routing, virtual firewalls, transparent firewalls, and how to install the ASA and PIX security hardware. ADVISORY: CCNA or equivalent. Graded or Pass/No Pass option.

| 73273 | 8-wk/Jun 16 | 6pm-10:15pm TTh | GG CTR RM 353 | Chen, E |

$5 material fee for this course
COURSES

CST C390A - NETWORK LABORATORY  1.0 unit
This lab course provides supervised computer lab time on computers and network hardware. Microsoft, CompTIA, Cisco, VMware and other computer and/or networking students can utilize specialized software and hardware for additional hands-on practice and completion of classroom projects. Corequisite: Student must be enrolled in a CST course for the current semester. Pass/No Pass only.
73454  8-wk/Jun 15  2:30pm-9pm M  GG CTR RM 354  Chen, E

CST C390B - NETWORK LABORATORY  1.0 unit
This course provides supervised lab time on network hardware and software. Microsoft, CompTIA, Cisco, VMware and other networking students can utilize specialized software and hardware for additional “hands-on practice”. Corequisite: Student must be enrolled in a CST course for the current semester. Pass/No Pass only.
73455  8-wk/Jun 15  2:30pm-9pm M  GG CTR RM 354  Chen, E

COUNSELING • (714) 241-6122

COUN C104 - CAREER/LIFE PLANNING  3.0 units
Formerly COUN C100. Introduction to career/life planning includes an exploration of interests, skills, values, personality traits, past experiences, and life stages. Develop a career/life plan using gathered self-information, decision-making strategies and an awareness of psychological, sociological, and physiological factors related to career/life satisfaction. Graded or Pass/No Pass option.
73224  8-wk/Jun 15  6 hrs and 30 min/wk arr.  ONLINE  Nguyen, C

COUN C105 - STRATEGIES FOR COLLEGE SUCCESS  3.0 units
Course designed to increase success in achieving educational, career, and life goals. It includes information on learning styles and strategies, time management, decision making, goal setting, college resources and services, memory techniques, note-taking, test-taking, and other successful techniques. Students will develop educational and career plans. Graded or Pass/No Pass option.
73225  8-wk/Jun 15  6 hrs and 30 min/wk arr.  ONLINE  Nguyen, A
73226  8-wk/Jun 15  6 hrs and 30 min/wk arr.  TV  Winterbourne, S
73242  8-wk/Jun 15  6 hrs and 30 min/wk arr.  ONLINE  Nguyen, C

DIGITAL GRAPHICS APPLICATIONS • (714) 241-6209

DGA C116A - ADOBE PHOTOSHOP 1  3.0 units
This course will introduce basic tools and techniques to explore the graphic capabilities of Adobe Photoshop. Learn how selection and editing tools are used to manipulate graphics and photographs by duplicating, deleting, replacing, or changing image elements. Create original images and produce multi-layered graphics from existing photographs. Create eye catching display graphics, color correct, and retouch photos. No art background required. Graded or Pass/No Pass option.
72864  8-wk/Jun 15  8 hrs and 35 min/wk arr.  ONLINE  Caterina, A

ECONOMICS • (714) 241-6209

ECON C170 - PRINCIPLES OF MICROECONOMICS  3.0 units
Formerly ECON C185. This course offers an introduction to the concepts and tools of economic analysis. The course studies price theory including supply and demand, marginal analysis, utility, cost and revenue concepts, perfect and imperfect competition, production and factor markets. Economic principles are applied to the analysis of such problems as industrial organization, the environment, public choice, and the distribution of income. Prerequisite: MATH C030 or above with a grade of C or better. ADVISORY: It is strongly recommended that ECON C170 be taken prior to ECON C175. Graded or Pass/No Pass option.
73205  8-wk/Jun 15  6 hrs and 30 min/wk arr.  ONLINE  Cummins, M

ECON C175 - PRINCIPLES OF MACROECONOMICS  3.0 units
Formerly ECON C180. This course examines and analyzes the economic problem of productivity, recession, unemployment, and inflation. The focus of this investigation centers on business cycles, the measurement of output and income in the economy, the determination of the equilibrium level of national income in the economy, money creation and the banking system, monetary and fiscal policy options, international trade and finance, and the effects of the public debt. The particular interactions of the domestic and international economies are studied throughout the course. Prerequisite: MATH C030 or above with a grade of C or better. ADVISORY: It is strongly recommended that ECON C170 be taken prior to ECON C175. Graded or Pass/No Pass option. C-ID: ECON 202
-CRN 73205 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
73205  8-wk/Jun 15  6 hrs and 30 min/wk arr.  ONLINE  Cummins, M
**EDUCATION • (714) 241-6216**

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<th>COURSE</th>
<th>TITLE</th>
<th>UNITS</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>EDUC C101</td>
<td>TUTOR TRAINING</td>
<td>.5</td>
<td>Learn strategies for effective tutoring. Discover how to motivate, foster independence, stimulate active learning, and build confidence in the learner; identify factors that affect student learning such as language and cultural differences; learn how to handle difficult tutoring situations, and to identify different learning styles. Graded or Pass/No Pass option.</td>
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<tr>
<td>EDUC C210</td>
<td>INTRODUCTION TO SPECIAL EDUCATION</td>
<td>3.0</td>
<td>This course provides an overview of the broad range of exceptionalities and the varying levels of characteristics, prevalence, causes &amp; prevention, assessment, early intervention, and teaching concerning individuals with disabilities. Topics will include the impact on academic, social, and emotional performances along with ways teachers can support these individuals and their families to promote a successful learning experience. 10 hours of fieldwork in a special education setting is required. Letter Grade Only.</td>
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**EMERGENCY MANAGEMENT/HOMELAND SECURITY (714) 241-6209**

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<th>COURSE</th>
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<th>UNITS</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>EMGT C101</td>
<td>INTRODUCTION TO EMERGENCY MANAGEMENT</td>
<td>3.0</td>
<td>This course introduces the student to the fundamental aspects of emergency management. It examines the roles and responsibilities of government and non-profit agencies in managing disasters and emphasizes the four basic emergency management disciplines: preparedness, mitigation, response and recovery. Graded or Pass/No Pass option.</td>
</tr>
<tr>
<td>EMGT C102</td>
<td>INTRODUCTION TO HOMELAND SECURITY</td>
<td>3.0</td>
<td>This course explores the history, development, and organization of homeland security in the United States. It examines the roles and functions of the Department of Homeland Security and its relationship to state and local agencies. Emphasis is placed on homeland security practices of the emergency manager. Graded or Pass/No Pass option.</td>
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**ENGLISH • (714) 241-6184**

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<th>COURSE</th>
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<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>ENGL C098</td>
<td>DEVELOPMENTAL WRITING</td>
<td>3.0</td>
<td>Students write paragraphs in various modes and learn rules of grammar, punctuation, and mechanics. (Not Applicable to A.A. Degree.) Prerequisite: ENGL C097 with a passing grade or an appropriate score on the Reading Test. Pass/No Pass only.</td>
</tr>
<tr>
<td>ENGL C099</td>
<td>FUND OF COMPOSITION</td>
<td>3.0</td>
<td>Students will analyze the writing process and composition principles with an emphasis on expository writing practice in extended paragraphs and essays. Students will also review grammar, sentence structure, and punctuation in order to express ideas clearly. This course is recommended preparation for ENGL C100 (Freshman English). (Not Applicable to A.A. Degree.) Prerequisite: ESL C160 or C054 with a grade of C or better, or ENGL C098 with a passing grade, or qualifying score on the English Placement Test. Pass/No Pass only.</td>
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</table>

**ENGL C100 - FRESHMAN COMPOSITION**

The basic principles and process of written composition will be applied through examinations and assigned essays. The process of choosing and shaping a thesis and writing an extended, well-developed essay will be stressed. Practice in research and production of a research paper will be included. Prerequisite: ENGL C099 with a passing grade. Letter Grade only. C-ID ENGL 100
### ENGL C102 - CRITICAL REASONING  
3.0 units  
Developing critical thinking, reading and writing skills beyond the level achieved in English C100. Students apply these skills in writing expository essays and in doing research. Prerequisite: ENGL C100 with a grade of C or better. Letter Grade only.

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<tr>
<th>CRN</th>
<th>Session</th>
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<th>Start Time</th>
<th>End Time</th>
<th>Units</th>
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<tr>
<td>73251</td>
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<td>ONLINE</td>
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<tr>
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<td>73429</td>
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<td>ONLINE</td>
<td>Strauss-Thacker, E</td>
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### ENGL C103 - BUSINESS ENGLISH  
3.0 units  
English for careers focuses on real-world English skills that contribute to good workplace communication. It includes English principles you already know, those you learned in the past and forgot, and those you wish you had learned. Students study grammar, English usage, punctuation, spelling, vocabulary, and dictionary use from the business person’s viewpoint. Emphasis is placed on finding and correcting types of errors people make while speaking and writing. Graded or Pass/No Pass option.

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### ENGL C144 - INTERNATIONAL SHORT STORY  
3.0 units  
The study of short stories from different cultures throughout the world. ADVISORY: ENGL C100. Graded or Pass/No Pass option.

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### ENGL C181 - SHAKESPEARE  
3.0 units  
Formerly ENGL C180. Participants will engage in analysis and interpretation of the works of William Shakespeare, evaluating his poems, comedies, histories, tragedies, and romances. This instruction may be complemented by attendance of performances and/or viewing recommended videos/DVDs. Prerequisite: ENGL C100 with a grade of C or better. Transfer Credit: CSU; UC. Graded or Pass/No Pass option.

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### ENGLISH AS A SECOND LANGUAGE • (714) 431-3601

#### ESL C016 - GRAMMAR, READ, WRITE 2A  
8.0 units  
This is an intensive, integrated grammar and reading course for high-beginning level non-native English speakers who are pursuing college coursework. This course provides practice in reading and interpreting short reading passages and writing sentences in the simple, progressive and perfect past and present tenses. Prerequisite: ESL C009, C010, C011, C013, C015, C040, C041, C043, C045, or ACT Compass assessment assessment: Reading: 51 or higher, Grammar: 51 or higher, and Listening: 35 or higher. Graded or Pass/No Pass option. $4 material fee for this course

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**Note:** CRN 73302 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

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#### ESL C412 - ESL SENTENCE STRUCTURE 1  
0.0 unit  

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#### FN C170 - NUTRITION  
3.0 units  
Scientific concepts of nutrition relating to the functioning of nutrients in the basic life processes. Individual needs, food sources of nutrients, current nutrition issues, and diet analysis will be emphasized. Graded or Pass/No Pass option.

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<td>6 hrs and 30 min/wk arr.</td>
<td>ONLINE</td>
<td>Perez, E</td>
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#### FN C175 - NUTRITION AND AGING  
3.0 units  
Fundamentals of foods and nutrition and food topics related to the health and well being of older adults. Graded or Pass/No Pass option.

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### FRENCH • (714) 241-6216

#### FREN C183 - REVIEW OF ELEMENTARY FRENCH  
2.0 units  
Review of basic vocabulary and grammar in French through interactive lessons, enhanced by audio and video, aimed to improve listening, reading and writing. Prerequisite: FREN C180 or equivalent competency. Graded or Pass/No Pass option.

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<tr>
<th>CRN</th>
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<td>ONLINE</td>
<td>Watson, K</td>
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</table>
### Geography • (714) 241-6216

**GEOG C100 - World Regional Geography** 3.0 units

This course covers the physical and cultural features of various regions of the world. It examines the relationship between the physical environment and the cultural, political, and economic development of human societies, the reciprocal impact of human societies upon the environment, and current and potential world problems relating to geographic issues. Graded or Pass/No Pass option.

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<th>CRN</th>
<th>Dates</th>
<th>Hours/Week</th>
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<td>6 hrs and 30 min/wk</td>
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**GEOG C185 - Cultural Geography** 3.0 units

This course surveys the broad landscape of global cultures in terms of their spatial distributions and interactions. It focuses on how culture shapes physical spaces, how humans perceive these spaces, and how culture and place define people's lives and identity. Graded or Pass/No Pass option.

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<th>CRN</th>
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<td>6 hrs and 30 min/wk</td>
<td>ONLINE Franklin, R</td>
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</table>

### Geology • (714) 241-6216

**GEOL C105 - General Geology** 3.0 units

Formerly GEOL C100. A study of the composition and structure of the earth and the internal and external processes which modify the crust and the surface. Rock and mineral formation, geologic hazards, resource discovery and uses will be covered. Graded or Pass/No Pass option.

- CRN 73296 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

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<td>73319</td>
<td>8-wk/Jun 15</td>
<td>6 hrs and 30 min/wk</td>
<td>TV McNamara, J</td>
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<tr>
<td>73318</td>
<td>8-wk/Jun 17</td>
<td>1pm-3:10pm W plus</td>
<td>GG CTR RM 205 Ruppert, K</td>
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<tr>
<td>73319</td>
<td>4 hrs and 10 min/wk</td>
<td>ONLINE Ruppert, K</td>
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</table>

**GEOL C105L - Geology Lab** 1.0 unit

Laboratory study of basic physical geology. Emphasizes skills needed for identification of minerals and rocks; interpretation of land surface features based on topographic maps; and the understanding of folding, faulting, and rock relationships through interpretation of geologic maps. Prerequisite: GEOL C105 with a grade of C or better or concurrent enrollment. Graded or Pass/No Pass option.

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<tr>
<th>CRN</th>
<th>Dates</th>
<th>Hours/Week</th>
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<tbody>
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<td>73411</td>
<td>8-wk/Jun 15</td>
<td>6 hrs and 30 min/ wk</td>
<td>ONLINE Secord, D</td>
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</table>

### Health Education • (714) 241-6213

**HLTH C100 - Personal Health** 3.0 units

Examines personal, community, and global health issues and problems. Provides basic information for healthful living, stressing positive health behavior and personal responsibility. Areas of emphasis include life cycle changes, emotional and sexual adjustment, disease prevention and control, personal fitness, nutrition, stress, substance use and abuse, environmental and consumer health. Graded or Pass/No Pass option.

- CRN 73376 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

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<td>73376</td>
<td>8-wk/Jun 15</td>
<td>6 hrs and 30 min/ wk</td>
<td>TV Anderson, R</td>
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</table>

**HLTH C175 - Healthy Aging** 3.0 units

Physical and emotional aspects of healthful living in the later years. Emphasis on the health changes that occur during the aging process, ways of coping with these changes, and preventative measures to maximize good health. Graded or Pass/No Pass option.

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<th>CRN</th>
<th>Dates</th>
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</table>

### History • (714) 241-6213

**HIST C161 - World History 1** 3.0 units

Formerly HIST C160. A survey of the economic, political, social and cultural evolution of civilizations in Asia, the Near East, Europe, Africa, and the Americas from antiquity to 1500 C.E. This course covers the origin and early development of human civilizations in each region as well as unique cultural traditions and the beginnings of interactions between the different societies. Graded or Pass/No Pass option.

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<th>Hours/Week</th>
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<tbody>
<tr>
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<td>ONLINE Garvin, T</td>
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**HIST C162 - World History 2** 3.0 units

Formerly HIST C165. This course traces the economic, political, social, and cultural evolution of civilizations in Asia, the Near East, Europe, Africa, and the Americas from 1500 to the present. It covers the varied impact of industrialization and the creation of a global economy, the evolution and interaction of disparate political systems, and the development of diverse cultural, social, and ideological trends. Graded or Pass/No Pass option.

- CRN 73208 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

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<td><strong>HIST C170 - U.S. HISTORY TO 1876</strong></td>
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<tr>
<td>A comprehensive examination of the history</td>
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<td>of the United States from the beginnings</td>
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<td>of exploration to the end of reconstruction</td>
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<td>It covers the political, economic,</td>
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<td>diplomatic, social, and cultural aspects</td>
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<td>of American life during this time span.</td>
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<td>the United States from Reconstruction to</td>
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<td>the present time. Covers the political,</td>
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<td>economic, diplomatic, social and</td>
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<td>cultural aspects of American life. Graded</td>
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<td>or Pass/No Pass option.</td>
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<td>73303 8-wk/Jun 15 6 hrs and 30 min/wk arr.</td>
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<td>TV Diaz-Brown, W</td>
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<td>-Enrollment in CRN 73300 section requires</td>
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<td>Acceptance into the STAR Program and a 1</td>
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<td>1/2 year commitment to the program. See</td>
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<td><a href="http://coastline.edu/star">http://coastline.edu/star</a> for more</td>
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<td>73400 8-wk/Jun 15 6 hrs and 30 min/wk arr.</td>
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<td>ONLINE Carpenter, L</td>
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<td>73432 8-wk/Jun 15 6 hrs and 30 min/wk arr.</td>
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<td>ONLINE Windsor, A</td>
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<tr>
<td><strong>HIST C180 - WESTERN CIVILIZATION I</strong></td>
<td>3.0 units</td>
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<tr>
<td>A study of the development of present day</td>
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<td>Western culture from the earliest</td>
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<td>beginnings to 1550 with emphasis on the</td>
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<td>impact of philosophical, social, and</td>
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<td>economic factors on Western civilization.</td>
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<td>Graded or Pass/No Pass option.</td>
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<td>73304 8-wk/Jun 15 6 hrs and 30 min/wk arr.</td>
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<tr>
<td>TV Najera, M</td>
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<tr>
<td><strong>HIST C185 - WESTERN CIVILIZATION 2</strong></td>
<td>3.0 units</td>
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<tr>
<td>A survey of the development of present day</td>
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<tr>
<td>Western society from 1550 to the present.</td>
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<td>Course will emphasize the cultural, and</td>
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<tr>
<td>socio-economic changes wrought by the</td>
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<td>Reformation, the Enlightenment, the</td>
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<td>Scientific Revolution, industrialization,</td>
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<td>and imperialism. It will also trace the</td>
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<td>political evolution of the West by</td>
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<td>examining a variety of political trends,</td>
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<td>including liberalism, nationalism,</td>
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<td>socialism, communism, and fascism. Graded</td>
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<td>or Pass/No Pass option.</td>
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<td>73417 8-wk/Jun 15 6 hrs and 30 min/wk arr.</td>
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<td>ONLINE Ferry, M</td>
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<td><strong>HUMANITIES • (714) 241-6216</strong></td>
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<td><strong>HUM C110 - HUMANITIES THROUGH THE ARTS</strong></td>
<td>3.0 units</td>
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<tr>
<td>A survey of Western Civilization cultural</td>
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<td>achievements as expressed through music,</td>
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<td>literature, drama, film, painting, sculpture,</td>
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<td>and architecture. Graded or Pass/No Pass</td>
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<td>option.</td>
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<td>73254 8-wk/Jun 15 6 hrs and 30 min/wk arr.</td>
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<td>TV Carpenter, L</td>
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<td><strong>HUM C135 - AMERICAN CINEMA/CULTURE</strong></td>
<td>3.0 units</td>
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<td>Formerly HUM C130. Historical development</td>
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<td>of film in America as an art form and as a</td>
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<td>business. Graded or Pass/No Pass option.</td>
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<td>73432 8-wk/Jun 15 6 hrs and 30 min/wk arr.</td>
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<td>ONLINE Windsor, A</td>
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<tr>
<td><strong>MANAGEMENT AND SUPERVISION • (714) 241-6209</strong></td>
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<td>**MS C100 - BUSINESS ORGANIZATION AND</td>
<td>3.0 units</td>
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<tr>
<td>MANAGEMENT**</td>
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<tr>
<td>Business Organization and Management is</td>
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<td>a course designed to provide a comprehensive</td>
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<td>review of the role of management in the</td>
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<td>current business environment. Students will</td>
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<td>be introduced to the terminology, theories,</td>
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<td>and principles that make up the core of</td>
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<td>business management. The 21st Century</td>
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<td>workplace is undergoing dramatic changes.</td>
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<td>Organizations are reinventing themselves</td>
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<td>for speed, efficiency, and flexibility and</td>
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<td>creating a strategic advantage with</td>
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<td>customer-focused leadership. Teams are</td>
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<td>becoming the basic organizational building</td>
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<td>block with the increased emphasis on</td>
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<td>employee participation, and empowerment.</td>
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<td>Graded or Pass/No Pass option.</td>
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<td>73271 8-wk/Jun 15 6 hrs and 30 min/wk arr.</td>
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<td>TV Lockwood, F</td>
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<td>COURSES</td>
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</table>
| **MS C104 - HUMAN RESOURCE MANAGEMENT** 3.0 units  
This course on human resource management skills used by business managers in day-to-day operations to ensure individuals are treated with accordance to the state and federal law. While focusing on different aspects of human resource management and practices, problem solving, and critical thinking skills that are applied by people who are seeking to become effective supervisors and managers in today's workplace environments. Graded or Pass/No Pass option. |
| 73980 8-wk/Jun 15 6 hrs and 30 min/wk arr. ONLINE Matar, F |

**MARINE SCIENCE • (714) 241-6216**

**MRSC C100 - INTRODUCTION TO MARINE SCIENCE** 3.0 units  
A general study of the marine environment. Examines the chemical, biological and geological properties of the sea, the sea as a natural resource, and its geo-political and economic impact. Graded or Pass/No Pass option.
- CRN 73297 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
| 73297 8-wk/Jun 15 6 hrs and 30 min/wk arr. TV Curtis, M |

**MASS COMMUNICATION • (714) 241-6216**

**MCOM C100 - INTRODUCTION TO MASS COMMUNICATIONS** 3.0 units  
Formerly COMM C100. A study and analysis of the major media - newspapers, magazines, radio, and television - covering how they function and affect society. Graded or Pass/No Pass option.
- CRN 73385 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
| 73385 8-wk/Jun 15 6 hrs and 30 min/wk arr. TV Carlucci, M |

**MATHEMATICS • (714) 241-6213**

**MATH C005 - BASIC MATHEMATICS** 3.0 units  
Fundamental operations of arithmetic including operations on whole numbers, fractions, decimals, percents, descriptive statistics, geometry applications, and consumer applications. (Not applicable to A.A. degree.) ADVISORY: Take Math Placement Test. Pass/No Pass only.
- CRN 73229 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
| 73229 8-wk/Jun 15 6 hrs and 30 min/wk arr. ONLINE Farnham II, P |
- CRN 73382 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
| 73382 8-wk/Jun 15 6 hrs and 30 min/wk arr. CABLE Feiner, H |
| 73228 8-wk/Jun 15 9am-12:10pm MW LE-JAO RM 215 Estephan, J |

**MATH C008 - PRE-ALGEBRA** 3.0 units  
Introduction to algebraic expression and linear equations with an emphasis on the arithmetic of integers, fractions, decimal numbers, and rules of exponents. Applications include ratios, percentages, and graphs. (Not applicable to A.A. degree.) Prerequisite: MATH C005 or C007 with a passing grade or achieve qualifying score on Math Placement Test. Pass/No Pass only.
- CRN 73231 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
| 73231 8-wk/Jun 15 6 hrs and 30 min/wk arr. ONLINE Xu, M |
| 73230 8-wk/Jun 15 9am-12:10pm MTTh LE-JAO RM 217 Syed, A |

**MATH C010 - ELEMENTARY ALGEBRA** 4.0 units  
Numerical and algebraic operations, number systems, linear and quadratic equations/inequalities, polynomials, factors, roots, exponents, and applications. (Not applicable to A.A. degree.) Prerequisite: Passing grade in MATH C008 with a passing grade or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option.
- CRN 73232 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
| 73232 8-wk/Jun 15 9 hrs/wk arr. ONLINE Shiring, R |
- CRN 73234 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the ‘Testing Times’ webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
| 73234 8-wk/Jun 15 9 hrs/wk arr. ONLINE Shi, N |
| 73414 8-wk/Jun 15 6:30pm-9:30pm MWTh LE-JAO RM 215 Nguyen, L |
### MATH C030 - INTERMEDIATE ALGEBRA 4.0 units
Review of elementary algebra, linear and quadratic equations, curve plotting, exponents, radicals, polynomials. systems of equations/inequalities, nonlinear equations, logarithmic and exponential functions, complex numbers, and applications. Prerequisite: MATH C010 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option.

- CRN 73236 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
- CRN 73326 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

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<th>CRN</th>
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<th>End Date</th>
<th>Hours/Week</th>
<th>Meeting Type</th>
<th>Instructor</th>
<th>Room</th>
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<tbody>
<tr>
<td>73236</td>
<td>8-wk/Jun15</td>
<td>9 hrs/wk</td>
<td>ONLINE</td>
<td>Lieu, T</td>
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<tr>
<td>73326</td>
<td>8-wk/Jun15</td>
<td>9 hrs/wk</td>
<td>ONLINE</td>
<td>Alves, M</td>
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### CRN 73435 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

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<th>Hours/Week</th>
<th>Meeting Type</th>
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<tr>
<td>73435</td>
<td>8-wk/Jun15</td>
<td>9 hrs/wk</td>
<td>ONLINE</td>
<td>Forbes, J</td>
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<td>73237</td>
<td>8-wk/Jun15</td>
<td>6pm-9pm M/WTh</td>
<td>LE-JAO RM 217</td>
<td>Ryan, J</td>
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### MATH C100 - LIBERAL ARTS MATHEMATICS 3.0 units
Examine the mathematics involved in personal finance, environmental issues, the social sciences, politics and voting, business and economics, graph theory, fractals, art, and music. The course will also include the exciting new PBS video series, Life by the Numbers, narrated by actor Danny Glover. Prerequisite: MATH C030 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass Option.

- CRN 72791 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

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<th>Hours/Week</th>
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<tr>
<td>72791</td>
<td>8-wk/Jun15</td>
<td>6 hrs and 30 min/wk</td>
<td>ONLINE</td>
<td>Everett, M</td>
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### MATH C106 - GEOMETRY FOR ELEMENTARY TEACHERS 3.0 units
This course will build fluency and understanding of basic mathematical concepts and develop reasoning, problem solving, and communicating skills. The course involves using technology, participating in group work and projects, and observing and/or teaching in local elementary schools. Topics covered include data analysis, probability, geometry, measurement, algebra, and coordinate geometry. Prerequisite: MATH C030 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass Option.

- CRN 73378 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

<table>
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<th>End Date</th>
<th>Hours/Week</th>
<th>Meeting Type</th>
<th>Instructor</th>
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<td>6 hrs and 30 min/wk</td>
<td>ONLINE</td>
<td>Jabar, J</td>
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</table>

### MATH C115 - COLLEGE ALGEBRA 4.0 units
Basic concepts of algebra, equations and inequalities along with functions and graphs, polynomial and rational functions, exponential and logarithmic functions, systems, matrices and determinants, linear programming, conic sections, sequences, series, and combinatorics. Prerequisite: MATH C030 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option.

- CRN 70401 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
- CRN 73440 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

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### MATH C120 - TRIGONOMETRY 3.0 units
Circular functions, trigonometric identities and graphs, inverse functions, triangles, vectors, applications, and imaginary and complex numbers. Prerequisite: MATH C030 with a grade of C or better or achieve qualifying score on Math Placement Test. ADVISORY: MATH C020. Graded or Pass/No Pass option.

- CRN 73239 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

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### MATH C140 - BUSINESS CALCULUS 4.0 units
For Business, Management, and Social Science majors. Functions, graphs, limits, continuity, derivatives, and integrals of exponential and logarithmic functions, the Chain Rule, multivariable functions, differential equations, and applications. Prerequisite: MATH C115 or C170 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option.

- CRN 73383 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
- CRN 73442 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

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## COURSES

### MATH C160 - INTRODUCTION TO STATISTICS 4.0 units
Topics covered include collecting of data, sampling, probability, hypothesis testing, analyzing of variance, nonparametric testing, and correlating for application in the natural sciences, social sciences, business, and management. Use of statistical technology will be introduced. Prerequisite: MATH C030 with a grade of C or better or qualifying score on Math Placement Test. Graded or Pass/No Pass option.
- CRN 72080 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
- CRN 72080 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

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### MATH C170 - PRECALCULUS 5.0 units
Topics include algebra review, complex numbers, sequences and series, polynomial, rational, exponential, logarithmic, and trigonometric and inverse functions, vectors, analytic geometry, linear systems, matrices, elementary theory of equations, and polar coordinates. This course is designed for those students planning to study calculus. Prerequisite: MATH C120 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option.
- CRN 73103 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
- CRN 73240 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

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### MATH C180 - CALCULUS 1 5.0 units
A first course in the calculus sequence. It satisfies the requirement for majors in mathematics, science, or engineering. Topics include limits, derivatives of algebraic and transcendental functions, applications of derivatives, indefinite integrals, definite integrals, the Fundamental Theorem of Calculus, and applications of integration. Prerequisite: MATH C120 or C170 with a grade of C or better or achieve qualifying score on Math Placement Test. Graded or Pass/No Pass option.
- CRN 73104 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
- CRN 73443 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

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### MATH C185 - CALCULUS 2 5.0 units
Second course in the calculus sequence. It satisfies the requirement for majors in mathematics, science, or engineering. Topics include techniques and applications of integration, calculus applied to parametric curves and polar curves, analytic geometry, sequences, series, and an introduction to differential equations. Prerequisite: MATH C180 with a grade of C or better or achieve qualifying score on Math Placement Test IV. Graded or Pass/No Pass option.
- CRN 73384 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.
- CRN 73444 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

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### MUSIC • (714) 241-6213

#### MUS C100 - HISTORY AND APPRECIATION OF MUSIC 3.0 units
Study of major genres, forms, styles, and historical periods in music since the Middle Ages. Emphasis on listening techniques, appreciation of classical and popular music, and recognition of styles, composers, and periods. Graded or Pass/No Pass option.

<table>
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#### MUS C139 - HISTORY OF ROCK MUSIC 3.0 units
Formerly MUS C105. An overview of the social and musical characteristics of music in the Rock and Roll era. 1950's through the present, with emphasis on its impact on American culture today. Multimedia selections will be used. Graded or Pass/No Pass option.

<table>
<thead>
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<th>CRN</th>
<th>Start Date</th>
<th>End Date</th>
<th>Instructor</th>
<th>Type</th>
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</table>

### PARALEGAL STUDIES • (714) 241-6209

#### LAW C110 - CIVIL LITIGATION 2 1.5 units
Basic principles of civil litigation as applicable to discovery, injunctions, attachments, summary judgment, and dispute resolution, and develop and improve legal writing skills and style. ADVISORY: LAW C105 and C120. Graded or Pass/No Pass option.

<table>
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### LAW C126 - LEGAL ASPECTS OF HEALTH CARE  
This course introduces students to the legal and ethical issues that affect the health care industry, health care providers, and health care managers. It covers all related topics such as tort law, criminal aspects of health care, patient confidentiality, release of medical information, informed consent, corporate and personal liability, and medical malpractice. Special emphasis is placed on the procedures that protect the security of health care data. Letter Grade only.

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<th>Units</th>
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<th>Time</th>
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### LAW C155 - BANKRUPTCY LAW/PROCEDURES  
An overview of federal bankruptcy law and procedures for the paralegal; introduction to the functions and working of bankruptcy court, United States Trustee, Chapters 7 and 13, and bankruptcy counsel; examination of Chapters 7, 11 and 13, schedule preparation; creditor representation and bankruptcy research. ADVISORY: LAW C100 and C127 or LAW C105 or permission of instructor. Graded or Pass/No Pass option.

<table>
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### LAW C160 - CIVIL TRIALS AND EVIDENCE  
Basic principles of preparing a civil case for trial, including preparation of a trial notebook, pre-trial and post-trial motions, jury instructions, verdicts, judgments, and the principles of evidence and its preparation for presentation in court. ADVISORY: LAW C105 and C120. Graded or Pass/No Pass option.

<table>
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### PHILOSOPHY  
**PHIL C115 - LOGIC AND CRITICAL THINKING**
Elements of logic and semantics, cogent and fallacious reasoning, deductive and inductive proofs, accurate use of language, analogy, definition and clarity, and precision of expression. Graded or Pass/No Pass option.

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**PHIL C120 - ETHICS**
A comprehensive look at major ethical and moral issues of today. Graded or Pass/No Pass option.

- CRN 73255 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

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### PHOTOGRAPHY  
**PHOT C108 - DIGITAL PHOTO FOR TRAVELERS**
Introductory course in shooting techniques and photographic management methods necessary for successful travel photography. Basic skills such as shooting night scenes and scenic panoramas, and using professional effects to take more accomplished interior and exterior photographs will be covered. Includes brief history of the digital camera and discussion of some basic computer, printer, or publishing output options as well as suggestions for simple image manipulation. Student shall provide own digital camera. Graded or Pass/No Pass option.

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### PHYSICAL EDUCATION  
**PE C101 - PERSONAL FITNESS AND WELLNESS**
Individualized program of exercise, fitness, stress control, and body weight control to improve muscle strength, endurance, flexibility, and overall physical fitness to achieve and maintain a healthy lifestyle. Graded or Pass/No Pass option.

<table>
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<th>Course Code</th>
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**PE C190 - PHYSIOLOGY OF EXERCISE**
This course will provide a basic knowledge of the physiology of physical fitness and athletic training for fitness professionals and fitness enthusiasts interested in a more in-depth understanding of the body’s responses to exercise conditioning. Graded or Pass/No Pass option.

<table>
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**PE C190L - PHYSIOLOGY OF EXERCISE LAB**
An introduction to techniques and analysis used to determine the body’s responses, adjustments, and adaptations to physical activity. Students will be assigned various lab activities that demonstrate the main concepts of exercise physiology. ADVISORY: C190. Graded or Pass/No Pass option.

<table>
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<tr>
<td>PSYCHOLOGY</td>
<td>Schachat, C</td>
<td>73260</td>
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<tr>
<td>PSYCHOLOGY</td>
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<td>73261</td>
<td>8-wk/</td>
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<td>Tran, T</td>
<td>72824</td>
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<tr>
<td>PSYCHOLOGY</td>
<td>Waller, E</td>
<td>73396</td>
<td>8-wk/</td>
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<td>INDEP STDY</td>
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<td>PSYCHOLOGY</td>
<td>McLucas, K</td>
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<tr>
<td>PSYCHOLOGY</td>
<td>Mann, C</td>
<td>73402</td>
<td>8-wk/</td>
<td>13 hrs/wk</td>
<td>ONLINE</td>
<td></td>
</tr>
</tbody>
</table>
REAL ESTATE • (714) 241-6209

RE C100 - REAL ESTATE PRINCIPLES 3.0 units
Introductory course to real estate. Topics covered include contracts, manner of holding title to real property, escrow, basic appraisal understanding, marketing, financing, property management, and many other topics. This course is one of three required for the State of California real estate license exams. Graded or Pass/No Pass option.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dates</th>
<th>Days</th>
<th>Hours/Wk</th>
<th>Location</th>
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</tr>
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<tbody>
<tr>
<td>73042</td>
<td>8-wk/Jul 15</td>
<td>6 hrs and 30 min/wk arr. ONLINE</td>
<td>Bouley, H</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SOCIOLOGY • (714) 241-6216

SOC C100 - INTRODUCTION TO SOCIOLOGY 3.0 units
Introduction to the scientific study of human society and social behavior, including analysis of social interrelationships and human group organization, culture, social differentiation, and social institutions. Graded or Pass/No Pass option. C-ID: SOCI 110

- CRN 73259 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

<table>
<thead>
<tr>
<th>CRN</th>
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<th>Days</th>
<th>Hours/Wk</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>73259</td>
<td>8-wk/Jul 15</td>
<td>6 hrs and 30 min/wk arr. TV</td>
<td>Petropoulos, M</td>
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<tr>
<td>73375</td>
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<td>6 hrs and 30 min/wk arr. ONLINE</td>
<td>Major, N</td>
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<tr>
<td>73398</td>
<td>8-wk/Jun 15</td>
<td>11 hrs and 5 min/wk arr. ONLINE</td>
<td>Candelaria, P</td>
<td></td>
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<tr>
<td>73422</td>
<td>8-wk/Jun 15</td>
<td>11 hrs and 5 min/wk arr. ONLINE</td>
<td>Basabe, S</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SOC C110 - INTRODUCTION TO MARRIAGE AND FAMILY 3.0 units
A study of the family as a social institution. Examines the process of family development including: dating, courtship, engagement, mate selection, marriage, parenthood and divorce. Crises and challenges facing families today will be examined from a sociological perspective. Graded or Pass/No Pass option. C-ID: SOCI 130

- CRN 73418 has one or more on-site meetings which may include orientations, reviews, and/or exams. Refer to the course webpage, the student handbook, and/or the 'Testing Times' webpage http://www.coastline.edu/students/distance-learning/distance-learning-testing-times/ for details.

<table>
<thead>
<tr>
<th>CRN</th>
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<th>Days</th>
<th>Hours/Wk</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
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<td>6 hrs and 30 min/wk arr. TV</td>
<td>Washington, W</td>
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<td></td>
</tr>
<tr>
<td>73287</td>
<td>8-wk/Jul 15</td>
<td>6 hrs and 30 min/wk arr. ONLINE</td>
<td>Eber, L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>73307</td>
<td>8-wk/Jul 15</td>
<td>6 hrs and 30 min/wk arr. ONLINE</td>
<td>Eber, L</td>
<td></td>
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</tr>
</tbody>
</table>

SPANISH • (714) 241-6184

SPAN C180 - ELEMENTARY SPANISH 1 5.0 units
This course is designed to develop the student’s fundamental ability both to comprehend and converse in daily spoken Spanish. Early reading and writing skills are introduced as well as the customs and culture of the Spanish-speaking world. ADVISORY: Students who have completed two years of high school Spanish with a grade of C or better should enroll in SPAN C185. Graded or Pass/No Pass option.

<table>
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<tr>
<th>CRN</th>
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<th>Hours/Wk</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>73398</td>
<td>8-wk/Jul 15</td>
<td>11 hrs and 5 min/wk arr. ONLINE</td>
<td>Candelaria, P</td>
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</tr>
<tr>
<td>73422</td>
<td>8-wk/Jul 15</td>
<td>11 hrs and 5 min/wk arr. ONLINE</td>
<td>Basabe, S</td>
<td></td>
</tr>
</tbody>
</table>

SPEECH - SEE COMMUNICATION STUDIES

SPECIAL EDUCATION • (714) 241-6214

SPED C430 - ADAPTED FITNESS 0.0 unit
Group exercise course designed for students with physical limitations to increase cardiovascular health, muscular strength, improve posture, enhance range of motion and increase breath control. Focus is on functional motor control, coordination, strength, and flexibility. Special attention is given to activity programs that meet the interest and individual functional abilities of students who may not safely or successfully engage in the activities of a regular Physical Education program. Corequisite: Limitations may be temporary or permanent. A signed Coastline College Doctor’s Disability Verification will be requested from the student’s physician. Non-credit.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Dates</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Instructor</th>
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<tr>
<td>73201</td>
<td>8-wk/Jul 15</td>
<td>MW</td>
<td>9:30am-10:30am</td>
<td>WSRCT</td>
<td>Masters, M</td>
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<tr>
<td>73195</td>
<td>8-wk/Jul 15</td>
<td>M</td>
<td>10:30am-12:30pm</td>
<td>WSRCT</td>
<td>Masters, M</td>
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<tr>
<td>73200</td>
<td>8-wk/Jul 15</td>
<td>M</td>
<td>11am-12:30pm</td>
<td>OASIS</td>
<td>Aprile, J</td>
</tr>
<tr>
<td>73196</td>
<td>8-wk/Jul 17</td>
<td>W</td>
<td>10:30am-12:30pm</td>
<td>WSRCT</td>
<td>Masters, M</td>
</tr>
</tbody>
</table>

SPED C431 - BALANCE AND MOBILITY 0.0 unit
Group exercise class for students to reduce the risk of falls. A multidimensional approach including sensory challenge, gait instruction, strength and flexibility will be used to improve balance and mobility. Targeted for the older adult living in the community. Corequisite: Limitations may be temporary or permanent. A signed Coastline College Doctor’s Verification of Disability form will be requested from the Student's doctor. Pass/No Pass only. Non-credit.

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<tr>
<th>CRN</th>
<th>Dates</th>
<th>Days</th>
<th>Hours</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>73194</td>
<td>8-wk/Jul 15</td>
<td>MW</td>
<td>12:30pm-1:30pm</td>
<td>WSRCT</td>
<td>Masters, M</td>
</tr>
<tr>
<td>73197</td>
<td>8-wk/Jul 16</td>
<td>TTh</td>
<td>9am-10am</td>
<td>FVSRCT</td>
<td>Masters, M</td>
</tr>
</tbody>
</table>
SPED C432 - ADAPTED STRENGTH AND COND  0.0 unit
Individually designed fitness course for students who may not safely or successfully engage in group oriented senior exercise classes due to specific nature of a disability. Individualized assessment and goal setting establish basis for adapted curriculum and program implementation. Activities promoting improved levels of function in all areas of fitness are included: muscle strength & endurance, cardio-respiratory & cardiovascular function, anaerobic efficiency, general flexibility and range of motion. Corequisite: Limitations may be temporary or permanent. Student’s personal physician’s signature required on Coastline Special Programs and Services Verification of Disability form. Pass/No Pass only. Non-credit.
73198  8-wk/Jun 16  10am-11am TTh  FVSRCT  Masters, M
73199  8-wk/Jun 19  1pm-3pm TTh  FVSRCT  Jaeger, N

SPED C433 - ADAPTED SEATED FITNESS  0.0 unit
Group exercise course designed to meet the needs of a student with a physical disability who is severely limited in their ability to perform fitness activities while standing. Activities are designed to promote improved levels of function in all areas of fitness are included: muscle strength/ endurance, cardio-respiratory/cardiovascular functions, respiratory volumes, general flexibility & range of motion. Progressions to improve body management techniques, mobility/agility, and ambulation/locomotion when appropriate are included. Corequisite: Limitations may be temporary or permanent. Student’s personal physician’s signature required on Coastline Special Programs and Services Verification of Disability form. Non-credit.
73192  8-wk/Jun 17  1:30pm-3:30pm W  LW NO6  Aprile, J
73193  8-wk/Jun 19  10:30am-12:30pm F  LW NO6  Aprile, J

SPED C462 - CAREER DEVELOPMENT  0.0 unit
Designed for students with disabilities. Provides supervised career exploration opportunities and specialized counseling and guidance support necessary to enhance opportunities for on-the-job success. Bridges the gap between educational theory and on-the-job practices. Emphasizes individualized performance objectives relative to special needs and occupational or career goals. Pass/No Pass only. Non-Credit.
73337  8-wk/Jul 15  2 hrs and 30 min/wk arr.  NB CTR RM 329  Ryan, C

SPED C463 - CAREER PLAN/DISABLED  0.0 unit
Introduction to career planning for individuals with disabilities. Includes evaluation of interests, skills and abilities as they relate to career areas and how to determine transferable skills. Emphasizes how to explore career options and develop goal-setting strategies for making a career plan. Pass/No Pass only. Non-Credit.
73338  1-wk/Jul 22  1pm-4pm MW  NB CTR RM 329  Ryan, C

SPED C464 - CAREER OPTIONS  0.0 unit
Career planning for persons with disabilities. Includes investigating various career areas and assessing interests, values and strengths in relationship to career options. Students will be guided in self-assessment of skills and abilities and how to use effective decision-making strategies in career planning. Pass/No Pass only. Non-Credit.
73339  3-wk/Jul29  1pm-3pm MW plus 8 hrs/wk arr.  NB CTR RM 329  Ryan, C

SPECIAL EDUCATION

INTELLECTUAL DISABILITIES (ID)
Courses in this section are designed primarily for students with varying levels of ID. Consultation with the Instructor/Coordinator is strongly recommended prior to enrollment.

SPED C421 - ORIENTATION TO ART  0.0 unit
Introduction to a variety of creative art forms such as decoupage, needlework, painting, drawing, weaving, woodworking, and ceramics for adults with developmental delays. Emphasis on use of tools and materials necessary to render finished artwork. Skills will be assessed to determine placement in more advanced art classes. Pass/No Pass only. Non-Credit.
73437  6-wk/Jul 17  10am-1pm W  NB CTR RM 109  Barrett, D

SPED C424 - BEGINNING INSTRUMENTAL MUSIC  0.0 unit
Introduction to instrumental music for students with developmental delays. Course concentrates on the utilization of a variety of melodic and percussive instruments, with an emphasis on using improvisation techniques to facilitate individual development. Pass/No Pass only. Non-Credit.
73438  6-wk/Jul 15  10am-1pm M  NB CTR RM 333  Syverson, B

SPED C437 - AEROBICS  0.0 unit
A fitness class for adults with developmental delays. Course designed to combine dance and movement with a variety of musical rhythms in order to increase fitness, flexibility, strength, endurance, and coordination. Pass/No Pass only.
73439  6-wk/Jul 15  1pm-3pm MW  NB CTR RM 119  Crowley, E

VIETNAMESE • (714) 241-6184

VIET C180 - ELEMENTARY VIETNAMESE 1  5.0 units
A beginning course in speaking, understanding, reading and writing Vietnamese; study of grammar, vocabulary and pronunciation, and Vietnamese customs and culture. ADVISORY: Students who have completed two years of high school Vietnamese with a grade of C or better should enroll in VIET C185. Graded or Pass/No Pass option.
73424  8-wk/Jun 15  11 hrs and 5 min/wk arr.  ONLINE  Tran, D
Benefits of Distance Learning

1. Convenient, flexible options for completing your degree requirements. Just turn on your laptop or tune-in to your telecourse when it’s most convenient for you, day or night!

2. You won’t miss a thing! You no longer have to worry about what you’re missing in class, because you control when you go to class. And, if you need assistance, your instructor is always available.

3. Your education won’t interfere with your work or family commitments. 56% of all Coastline students work full-time, & many choose DL as a way to fit classes into the busy schedule.

4. A technology- enhanced learning experience. Coastline’s DL courses were created to make learning convenient and fun, and utilize the latest technology.

5. Inexpensive. Coastline’s Distance Learning courses cost the same as Coastline’s other courses, as little as $46 a unit for California residents. Plus, many students qualify for financial aid!

Distance Learning Course Modalities

- Online/Internet
- Telecourse/Cable TV
- Independent Study
- Hybrid

Other Benefits

- Convenient, flexible options for fulfilling degree requirements.
- Academically proven, well-produced curricula developed by college faculty, scholars, practitioners and instructional design specialists.
- Opportunity to attain educational/career goals without sacrificing full-time employment or family.
- Technology-enhanced learning experience.
- Opportunities for K-12 teacher credentialing and salary advance credit.
- Programs tailored for highly motivated, committed, goal-oriented learners.
- More accessible learning options for students with disabilities.

Questions? Need more information? Visit our website at: www.coastline.edu/students/distance-learning/ or call (714) 241-6216.
Degrees and Certificates available through Distance Learning

The following certificates and Associate's degrees can be completed entirely through distance learning courses.

AA with Area of Emphasis
• American Studies
• Arts and Humanities
• Communications
• Physical Education and Health
• Science and Math
• Social and Behavioral Science

AA with Major
• Art
• Business Administration
• Economics
• English
• Gerontology
• Health and Fitness
• History
• Human Services
• Liberal Studies (for teacher prep)
• Mathematics
• Psychology
• Science and Math
• Sociology

Certificates of Specialization
• Advanced Accounting
• Intermediate Accounting

Certificates of Achievement
18 units or more (may also be applied as a major)
• Accounting
  o General Accounting
  o Bookkeeping
  o Taxation
• Business
  o General Business
  o Human Resources Management
  o Marketing
  o Business Administration
• Emergency Management/Homeland Security
• Gerontology
• Management
• Management & Supervision
• Office Support Specialist
  o Administrative Professional (Assistant)
  o General Office Manager
  o Financial Assistant
  o Financial Manager
  o Administrative Manager
• Process Technology
• Retail Management
• Small Business Management
• Supply Chain Management

Note: These are all “Option 1” degrees, since Coastline does not have a public speaking class in distance learning format which fulfills the CSU Oral Communications requirement. (Please consult with a counselor to confirm your degree requirements.) Some distance learning courses require students to complete exams on campus, at examination centers, or in the presence of a proctor.

Distance Learning courses fulfill degree and transfer requirements. Coastline offers a comprehensive selection of distance learning courses that allow you to meet nearly all requirements for an associate degree or for transfer to the CSU or UC systems. Students should check with their schools for course transferability.
How to begin

1. New and returning students apply at www.coastline.edu and click “Apply to Coastline.”
   NOTE: Continuing students (enrolled during term) do not need to reapply.
2. Register at: http://myccc.coastline.edu/
   NOTE: All students will receive an appointment to register for classes by mail or e-mail.
4. Start reviewing your course website approximately one week prior to the course’s start date at: http://myccc.coastline.edu/

Need help or have questions?

Assistance of a technical nature, such as logging in or accessing your course website, is available by calling (714) 241-6216.

You may also e-mail us at: dlearning@coastline.edu
Benefits of Distance Learning

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2. You won’t miss a thing! You no longer have to worry about what you’re missing in class, because you control when you go to class. And, if you need assistance, your instructor is always available.

3. Your education won’t interfere with your work or family commitments. 56% of all Coastline students work full-time, & many choose DL as a way to fit classes into the busy schedule.

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  - Human Resources Management
  - Marketing
  - Business Administration
- Emergency Management/Homeland Security
- Gerontology
- Management
- Management & Supervision
- Office Support Specialist
  - Administrative Professional (Assistant)
  - General Office Manager
  - Financial Assistant
  - Financial Manager
  - Administrative Manager
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- Retail Management
- Small Business Management
- Supply Chain Management

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Distance Learning courses fulfill degree and transfer requirements. Coastline offers a comprehensive selection of distance learning courses that allow you to meet nearly all requirements for an associate degree or for transfer to the CSU or UC systems. Students should check with their schools for course transferability.
Online Course Info

Online courses have teaching materials and assignments delivered online. Students interested in enrolling in an Online course must have:

1. Access to a multimedia computer with a sound card and speakers. Optimally you should have a computer with at least a 1GHz processor, 1 GB of Ram, and a high speed Internet connection such as DSL or Cable.

2. A basic understanding on how to use the Internet, a Web browser, and e-mail in order to concentrate on the course study, not the technology.

3. Full service connection to the Internet via an Internet service provider such as Verizon, AT&T, Time Warner/RoadRunner, dishNET, etc.

4. A current version of a Web browser such as Microsoft® Internet Explorer 7, 8, or newer, Firefox® (version 6 or better), Chrome, Safari, or another up-to-date browser.

5. A current version of Adobe Acrobat Reader, and Windows Media Player (or Adobe Flash Player) to access supplemental material and reviews. These are free downloads available online and links are provided to download sites.

6. Please call the Distance Learning Technical Helpline at (714) 241-6216 with any questions regarding the hardware and software required or to learn if your system meets the requirements necessary to access the online courses.

REMINDER: Please be sure to check your college e-mail account often as this is how your instructors, and the college, will primarily be in contact with you.

Enrolled students can access some elements of their course websites beginning one week prior to the courses’ start date for instructions and to complete the Letter of Agreement form. For tips on getting started, go to http://www.coastline.edu/students/distance-learning/.

Students who do not have access to a computer or the Internet may be able to use a computer at one of Coastline’s Student Success Centers. For more information, go to http://www.coastline.edu/services/student-success-center/.

INDEPENDENT STUDY COURSES
Course syllabus, assignments and exam information are contained in student handbooks.
Instructor contact is through mail, telephone, fax, or e-mail.
Students have multiple opportunities for viewing and reviewing telecourse video lessons.

- **CABLE** refers to the Coastline Cable Station which broadcasts through Time Warner Cable within the cities listed below:
  Costa Mesa (Channel 27)
  Fountain Valley, Garden Grove, Huntington Beach, Midway City, Seal Beach, Stanton, and Westminster (Channel 95 or QAM Channel 16.105)

Effective October 2013, Time Warner Cable will begin a digital broadcast format which may require a digital adapter. For more information, please contact your cable company.

- Telecourse series produced by Coast Learning Systems and Dallas Telelearning are available for viewing through the course website. Log into MyCCC and follow the links to the course you are enrolled in.
- Telecourse series produced by Annenberg Learner are available for online viewing through http://learner.org
- Select Telecourse series are available for purchase through the Coastline Bookstore, coastlinebookstore.com or call (714) 241-6101.

### VIEWING CENTERS (call for hours):

- **Coastline Assessment Center**
  11460 Warner Avenue, Fountain Valley, 92708
  (714) 241-6285

- **Garden Grove Center**
  12901 Euclid Street, Garden Grove, 92840
  (714) 241-6209

- **Le-Jao Learning Center**
  14120 All American Way, Westminster, 92683
  (714) 241-6184

- **Golden West College Library**
  15744 Golden West Street, Huntington Beach, 92647
  (714) 895-8741

- **Orange Coast College Library**
  2701 Fairview Road, Costa Mesa, 92626
  (714) 432-5885

To see when our telecourse videos will play on Time Warner Cable, go to http://www.coastline.edu/students/distance-learning/ and click on “How to View Telecourse/Cable Videos.”
Telecourse info
Telecourses are distance education courses delivered through pre-produced videolessons that augment the textbooks, study guides and course assignments. Students who enroll in this learning delivery method interact with their instructors via phone, e-mail or fax. Students may mail in quizzes or take them online. Some students may qualify to take examinations by proctor.

Choose one broadcast airing line

**YOU DO NOT NEED TO WATCH ALL THE BROADCAST LINES LISTED**
(unless you want to repeat a videolesson)

NOTE: Students MUST purchase Student Handbook and course materials BEFORE the course start date.

Have access to the Internet?
Most telecourses now offer Internet access to view the course content, complete assignments and quizzes online, online discussion boards, and the latest course information and updates.

- **PREREQUISITE** means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.
- **COREQUISITE** means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.
- **ADVISORY** on recommended preparation means a condition of enrollment that a student is advised (but not required) to meet before or in conjunction with enrollment in a course or educational program.

If you select:

**A** You need to watch your videolesson Monday AND Wednesday at 6–7 a.m. OR program your VCR/DVR.

**B** You need to watch your videolesson Monday, Tuesday, Wednesday AND Thursday at 4–4:30 p.m. OR program your VCR/DVR.

How to determine which one to choose?
Base your decision on cable accessibility and convenient day/time to watch the videolesson OR set your VCR/DVR to the day/time your cable channel broadcasts the course.

Don’t have access to the CABLE broadcast option?
Try Distance Learning Viewing Centers. Select telecourse series are available for a reasonable fee through the Coastline Bookstore, (714) 241-6101. Select telecourse series are available for online viewing through Annenberg Learner. For more information, visit their website at www.learner.org. Select telecourses are available for online viewing through the course website. Log into MyCCC and follow the links to the course you are enrolled in.
Telecourse Videos
Available Online

The following video series are available as streaming media through the Coastline College Distance Learning website (Requires Internet access. Some videos will require Windows Media Player. Some videos will require Adobe Flash)

Course Number/Video Series Title
Anthropology C100—Our Diverse World
Biology C100—Cycles of Life
Business C100—It’s Strictly Business
Business C120—Dollars & Sense
Business C150—Concepts in Marketing
Counseling C105—Mastering the College Experience
Food & Nutrition C170—Nutrition Pathways
Health C100—Journey to Health
History C170—Shaping America
Management & Supervision C100—Taking the Lead
Marine Science C100 —The Endless Voyage
Mass Communications—Media Waves
Math C010—Elementary Algebra
Philosophy C115—Logic and Critical Thinking
Psychology C100—The Human Experience
Psychology C116—Stepping Stones
Psychology C118—Transitions through the Life Span
Sociology C100—Exploring Society
Sociology C110—Our Families, Ourselves

The following video series are available as streaming media through the Annenberg website http://www.learner.org/resources (requires Internet access).

Course Number/Video Series Title
Geology C105—The Earth Revealed
History C180/C185—The Western Tradition
Philosophy C120—Ethics in America
Sociology C120—Growing Old in a New Age
Spanish C180/C185—Destinos

Cable Channel Information

To view the cable channel, students must be subscribers to Time Warner Cable AND live in Costa Mesa, Fountain Valley, Garden Grove, Huntington Beach, Midway City, Seal Beach, Stanton or Westminster. Effective October 2013, Time Warner Cable will begin a digital broadcast format which may require a digital adapter. For more information, please contact your cable company.

The CABLE broadcast option is available through Time Warner in:

Costa Mesa.................................................................Channel 27
Fountain Valley.......................................................Channel 95
Garden Grove..........................................................Channel 95
Huntington Beach......................................................Channel 95
Midway City.............................................................Channel 95
Seal Beach.................................................................Channel 95
Stanton.....................................................................Channel 95
Westminster............................................................Channel 95
Textbooks

Directions learning students have 2 ways to order/receive their textbooks!

1. Instructions for ordering online
   1. Go to http://www.coastlinebookstore.com, hover your mouse cursor over “Textbooks,” and click on “Find Textbooks.”
   2. Click “Select A Campus,” and then click on “Coastline Community College.”
   3. Select your Term (e.g., Fall 2014), Department, Course, and Section #, then click “Find Materials For 1 Course.” All your required, recommended, and suggested textbooks and supplies for that course will be displayed.
   4. Once you have selected your preferences (e.g., New, Used, eText, Rent), click on “Add Items to Cart.”
   5. To order books for another class, click on “Find Textbooks” again and repeat the process above.
   6. Once you finish putting all your course materials into your cart, click on “Checkout.”
   7. You’ll be asked to log in, create an account, or you can continue as a Guest. Fill out the online form and submit.
   8. Make any adjustments necessary to your order and follow the instructions to complete your purchase.
   9. Remember to save any record of your purchase (one good reason to create an account).

2. Students who live within traveling distance of the College Center in Fountain Valley can shop in the Bookstore, located on the first floor.
   - Distance Learning students are encouraged to take advantage of ordering their course materials online.
   - The majority of textbooks are expected to be in stock approximately two to three weeks before the date the classes begin.
   - Orders can be placed as soon as the upcoming term has been updated to the Bookstore website.
   - There is a normal turnaround period of two working days before orders leave the Bookstore. This turnaround can increase with the number of arriving orders, especially in the few days before the session begins. Order early.
   - Textbook sell back information can be found online at www.coastlinebookstore.com.

SELECT TELECOURES AVAILABLE ON DVD
AT THE COASTLINE BOOKSTORE

<table>
<thead>
<tr>
<th>Course Number &amp; Title</th>
<th>Telecourse Title</th>
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<tr>
<td>Anthropology C100—Cultural Anthropology</td>
<td>Cultural Anthropology: Our Diverse World</td>
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<tr>
<td>Biology C100—Introduction to Biology</td>
<td>Cycles of Life: Exploring Biology</td>
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<tr>
<td>Business C100—Introduction to Business</td>
<td>It’s Strictly Business</td>
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<td>Business C120—Personal Finance</td>
<td>Dollar$ &amp; Sense: Personal Finance</td>
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<td>Business C150—Introduction to Marketing</td>
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<tr>
<td>Counseling C105—Strategies for College Success</td>
<td>Mastering the College Experience</td>
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<tr>
<td>Food &amp; Nutrition C170—Nutrition</td>
<td>Nutrition Pathways</td>
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<tr>
<td>Health C100—Personal Health</td>
<td>Journey to Health</td>
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<tr>
<td>History C170—U.S. History to 1876</td>
<td>Shaping America</td>
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<tr>
<td>Management and Supervision C100—Business Organization and Management</td>
<td>Taking the Lead</td>
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<tr>
<td>Marine Science C100—Introduction to Marine Science</td>
<td>The Endless Voyage</td>
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<tr>
<td>Political Science C180—American Government</td>
<td>Voices in Democracy</td>
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<tr>
<td>Psychology C100—Introduction to Psychology</td>
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<td>Psychology C116—Child Growth &amp; Development</td>
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<td>Psychology C118—Developmental Psychology</td>
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<tr>
<td>Sociology C110—Marriage and Family</td>
<td>Our Families, Ourselves</td>
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More information is available at www.coastlinebookstore.com
Additional Proctor Information

Completion of the Proctor Agreement Form ensures the Distance Learning Department that the registered student has selected a proctor (examination supervisor) who meets criteria to administer the midterm and final examinations. The exams must be mailed to the institution where the proctor is employed as an educator. If any other mailing address is listed, the mailing of exams will not take place. The proctor form will be rejected and returned to the student. Exams are due back in the Distance Learning Department by the date the exams are being administered to the local students, unless otherwise noted on the course website or in the Student Handbook for the course. This date can be determined by going to the Testing Times page on the Distance Learning website. The student and proctor must adhere to these exam dates or a penalty of 10% may be assessed. For the student who is proctored, the midterm and final examinations will not be at a Coastline testing site.

Who Qualifies to be a Proctor?

The proctor must be a teacher, librarian, testing coordinator, or administrator from a community college, university, elementary/secondary school, OR an educational services officer test administrator from the U.S. Military.

The individual selected as the proctor cannot be a current student with Coastline, cannot be a relative of the student, nor live at the same address as any Coastline College student, as that would jeopardize or violate the academic honesty policy of Coastline Community College.

Academic Honesty

The Distance Learning Department reviews each proctor agreement form and will determine if the criteria have been met. If the criteria have not been met, the student will be notified for the next appropriate action. The signed form is a binding agreement between the proctor and Coastline Community College to ensure the confidentiality and academic integrity through proper administration of examinations. The proctor is expected to prevent acts of academic dishonesty from the following: cheating, plagiarism, stealing or copying an exam and/or engaging in collusion.

Students with questions regarding proctored exams or the Student/Proctor Agreement form, go to http://www.coastline.edu/students/distance-learning/proctor/.
Or call us at (714) 241-6216.
What are the differences between Online, Independent Study, Cablecast and Telecourses?

Online courses are primarily completed through the course website. There are instances when students will be required to take an exam in person with the instructor or a proctor. Independent Study courses follow a student handbook and generally mail in coursework. Cablecast and Telecourses follow a student handbook, view videolessons, and submit coursework through the mail. Independent Study, Cablecast and Telecourses offer some select online services.

Will I need to come to one of Coastline’s learning centers to take an exam?

This varies. Some classes, such as telecourses, require local or non-proctored students to take exams at the college’s Garden Grove, or Le-Jao learning centers. Other courses, such as Internet courses, may require students to attend review and/or exam sessions at one of these centers.

Complete information, for telecourse and cablecast courses, is available in the student handbook that you purchase from the college Bookstore. Internet courses, which don’t have handbooks, list review and/or exam information at: http://dl.coastline.edu/revexamsworkshops

Frequently Asked Questions

Distance Learning Programs

I live really far away. Do I have to come in and take my midterm and final?

Students who do not live in Los Angeles or Orange counties or surrounding areas may submit a proctor agreement form by mail. Refer to pages the Student/Proctor Agreement Form for more information.

I can’t make it to the scheduled exam. What should I do?

You may be able to schedule an alternate exam by going to the Distance Learning department’s website: dl.coastline.edu Click on the ‘Schedule Alternate Exams’ link and follow the instructions.

Please note, however, that there may be a 10% penalty for any student completing a midterm or final exam more than seven days after the regularly scheduled exam, unless otherwise noted by the instructor. If you are taking your exam late, it is your responsibility to confirm that your instructor will accept it at that time. Students must present written approval from their instructor to complete an exam after the course has ended.
How do I know what books and materials to buy, and how will I get them if I am out of the area?

Students may purchase their books and materials online. The Coastline Community College Bookstore website is: www.coastlinebookstore.com. You will find information about what books and materials are required for your course(s) on the website. Refer to page 25.

If I don’t live in Orange County, may I still enroll in a Telecourse or Cablecast course?

Yes. While telecourses and cablecast courses only broadcast on a local cable channel, students who live outside the area have the option to purchase a complete DVD or CD-ROM set through the Coastline College Bookstore or view the videolessons online (these options are not available for all courses).

I am taking an Internet course. Am I still able to submit my quiz on a Scantron?

No. Online classes are done strictly on the Internet. The syllabus is online as well as the quizzes. One advantage of an online course is that you receive immediate feedback after submitting your quiz.

I tried to submit my quiz but the website is not responding. What do I do?

If you are experiencing technical difficulties, please contact the Distance Learning office at (714) 241-6216.

What if I am late turning in a quiz or an assignment?

Communicate directly with your instructor.

If I submit my quiz on a Scantron, how will I know my score?

As long as the Scantron is filled out correctly and submitted to the Distance Learning Department by the due date, students will receive correspondence in the mail regarding their total score. Be sure to include name, student ID number and quiz number in the spaces provided on the Scantron form. Depending on the course, students may also view scores on the course website. Please allow 7 to 10 days for these scores to be posted from the date you mailed your quiz. Late quizzes are scored and posted last and won’t meet this schedule.

I may need an early grade report. May I get one with a Distance Learning course?

Arrange this directly with your instructor.

I work full time and have kids. How will the Distance Learning Program work for me?

By taking classes via the Internet, watching cablecast courses or videos aired on the television, or participating in the independent CD-ROM courses, students can get the education they need with the flexibility of working around their busy schedules. Keep in mind: if you are a local student, you may be required to come in to one of our centers for the midterm and final exam.

I get off work at 5 p.m., and your office closes at 5 p.m. What do I do about turning in my assignment?

If your course requires you to submit an assignment that cannot be turned in through the course website, you may mail in your assignment(s), or there is also a mailbox conveniently located outside of the Coastline College Center in Fountain Valley.

What is my student identification number?

Your 8-digit student identification number is supplied to you by Coastline after you’ve been admitted to the school.

I am registering late, and the class I want is closed. Am I able to petition the course?

Unfortunately no, as many Distance Learning classes reach a maximum number of students. You may check to see if the class you want has a section which starts on another date. Many of our classes are not only offered as 16-week sections, but 8-week sections as well within the same term. Some classes will be considered ‘Closed’ or ‘Cancelled’ for a variety of reasons. Therefore, be prepared to enroll in an alternate class if your first choice is unavailable. English classes are popular and will fill up quickly.

I don’t live in California. Am I still able to take a Telecourse?

Yes, students who live outside of California can enroll with Coastline. Also, students who live outside the local area and will not be able to take their midterm or final examinations with their instructors need to complete a “Student/Proctor Agreement.”

Since I am not in a classroom course, do I have an instructor and how will I keep in contact with my instructor?

All Distance Learning courses are taught by credentialed instructors. Each distance learning instructor holds contact hours. Students may contact their instructors through voice mail, telephone, fax, e-mail or in-person with an appointment. Many courses use online bulletin boards to hold discussion forums or to facilitate communication between students and between instructor and students.

Can Active Duty service members and spouses take online courses through Coastline?

Yes, in addition to our classroom and distance learning schedule, Coastline has an ancillary program available to accommodate the unique and mobile lifestyle of military, veterans, and their families worldwide. Coastline’s military education program offers 8-week courses, 5 sessions per year, offering a single fixed tuition rate/enrollment fee, regardless of student residency status available to both in and out of state eligible students. Course availability in this ancillary program is guaranteed and up to 40 units of credit may be awarded for military training and experience allowing a shorter time to degree completion. Visit our website for more information at: http://military.coastline.edu.

Do I need prior computer experience in order to enroll in an online course?

There is no need to be a computer expert but you do need to know:

a. how to navigate the Internet
b. how to use e-mail
c. how to download a program from the Internet and install it (typically this is free software)
d. how to conduct a search on the Web

If a student is self-motivated, can follow instructions from the computer screen and likes to figure things out on his/her own—an online course will be an enriched educational experience.

What equipment do I need to enroll in an online course?

You need a 500 MHz (or faster) computer with (1) modem (56Kbps or faster), (2) sound card, (3) provide your own Internet connection, (4) provide a valid e-mail address, and (5) appropriate software for course.

I want to enroll in an online course, but I do not have a computer or an internet service provider. What can I do?

To genuinely get the most out of this Distance Learning format, students should possess (or have access to) a computer with internet capacities. Students who do not have access to a computer with Internet can use Coastline’s Computer Labs at the Garden Grove Center. Another alternative is to check out Coastline’s Telecourses!
If I run into computer or technical problems, is there help?  
Yes, there is limited technical support help for students. Students can access technical help by calling (714) 241-6216. A frequent technical difficulty students experience is not being able to access the course website. This may happen due to “peak” operation times or change in URL address. In most situations, students should reboot their computers to refresh access to the course website, or enter the course website outside of peak hours.

Do online courses cost more in registration than a classroom course?  
No. The registration fees for Internet, Telecourse, cablecast, independent study and CD-ROM (self-study) courses are the same as a class offered on campus at Coastline.

Will the college provide an e-mail address for me?  
Coastline Community College, as part of the Coast Community College District, will provide an e-mail account for all students. You may set up your e-mail account after you’ve accessed http://myccc.coastline.edu.

Is the coursework easier online?  
Course requirements and learning outcomes are comparable to that of a classroom course. Students who enroll in an online course may find their learning enriched because of the resources available online and accessibility to the instructor as well as student-to-student communication. The instructor may take their students on a virtual field trip or require a writing assignment that will take students to the virtual state capitol to an elected representative, or to a major corporation online.

I just enrolled in an online course.  
How do I find out what to do for the course? Officially enrolled Online students can generally access their course site approximately one week prior to the start of the class. Internet students are required to complete a “Letter of Agreement” online. Each Internet course has the course syllabus online to get students off to a great start; informing students of books required, reading assignments and activities.

Will there be opportunities to communicate with other students enrolled online?  
Yes. Most internet courses offer students the opportunity to discuss course topics via online forums, DL Student Message Board, and work on assignments together (team). Some instructors will schedule “live” chat sessions during the course. Some students have set up study groups online.

When may I start my online course?  
Preparation for the course can begin prior to the start date. Most sites are open for review approximately one week prior to the start of the term.

When may I take my first quiz?  
Four days prior to due date. Generally, online quizzes are available after the first week of class. Consult your course’s Internet homepage for specific due dates.

How can I ensure a timely response from my instructor to respond to my e-mails or messages left on the voicemail?  
When you contact an instructor, it may help if you remember a few tips. Be sure to include your full name, the name of the class, and state precisely what you need. For instance, try sending an e-mail or leaving a message using this example, “Dear professor, my name is Joe Smith and I’m enrolled in this term’s Zoology 199 class. My student identification number is xxxx-xxxx. I have a question about the assignment as indicated on the course Web page. My question is (xxxx). I would appreciate if you could respond when you are able. Thank you.” If you’ve left a voicemail, be sure to include a phone number. Also, please note that some instructors teach more than one class. Try to avoid indicating something like, “I’m enrolled in your class, and I have a question.”

As far as when the instructor will respond to your e-mail or phone call, please check the course website and/or the student handbook as the instructor may have indicated what day(s) he/she will respond to e-mails or voicemails. For an e-mail, you may want to confirm that your e-mail is actually working—are you sure you’re receiving e-mails? If yes, check the junk e-mail/spam folder. It’s possible the instructor has already responded to your e-mail, and his/her response is in that folder.

Sometimes, for reasons beyond anyone’s control, faculty are not able to respond promptly. Illness is one reason.

I did all that and I still can’t get a response.  
We can understand your frustration, but please don’t forget that faculty are under no compulsion to reply to your e-mail or return your phone call when the term is over, on weekends, or when the college is closed such as during holidays.

You are urged to contact us either by e-mail: dlearning@coastline.edu or by phone: 1 (714) 241-6216. Please provide as much information as you are able: your name, your eight-digit student identification number, the class name, the instructor’s name, and when and how often you attempted to contact the instructor, as well as anything else you feel is important. We, in the Distance Learning department, will acknowledge your e-mail or phone call and attempt to answer your question or address your concern. If we can’t, we will follow up with the instructor.
Coastline is a proud participant in the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU). Accordingly, Coastline adheres to the SOC Principles and Criteria as outlined in the DoD MOU.

Coastline is committed to supporting the mobile lifestyles and educational goals of services members with military occupation-related degree programs, transfer, and certificates. Coastline programs are approved for Tuition Assistance (TA), MyCAA Financial Assistance vouchers, and VA benefits.

Programs for:
- Air Force
- Army
- Coast Guard
- Marine Corps
- Navy
- Spouse/Dependents

**Site Representatives**

Located throughout the United States to serve your educational goals.

Visit [http://military.coastline.edu/ntc/](http://military.coastline.edu/ntc/) to view our National Test Centers

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**5 Steps to Get Started**

1. Choose your degree plan and apply for funding (TA, VA, MyCAA, and FAFSA)
2. Apply, register, and submit payment/TA. Follow procedures found at [http://military.coastline.edu](http://military.coastline.edu) for your branch of service or preferred delivery method:
   a. Online
   b. At sea without internet connectivity (NCPACE and CG Afloat)
   c. Using a portable device (PocketEd/laptop)
3. Order your books
4. Begin your courses
5. Request your SOC Agreement and continue the road toward graduation

For degree roadmaps, current class schedules, and additional information about Coastline Military Programs, please contact us.
COASTLINE LOCATIONS:

College Center
(Administration)
11460 Warner Avenue
Fountain Valley, CA
(714) 546-7600

Garden Grove Center
12901 Euclid Street
Garden Grove, CA 92840
(714) 241-6209

Le-Jao Center
14120 All American Way
Westminster, CA 92683
(714) 241-6184

Newport Beach Center
1515 Monrovia Avenue
Newport Beach, CA 92663
(714) 241-6213

Find us!